CITY OF DETROIT

Detroit Business Certification Program
Application for Re-Certification as

Detroit Based Business
Detroit Headquartered Business
Detroit Small Business
Minority-Owned Business Enterprise
Woman-Owned Business Enterprise

Administered by the
City of Detroit / Human Rights Department
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1240
Detroit, MI 48226
(313) 224-4950

Website address: www.DetroitMi.gov/How-Do-I/Find

Michael E. Duggan, Mayor

Detroit City Council

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Information for Re-Certification

Thank you for your continued interest in the Detroit Business Certification Program with the City of Detroit Human Rights Department. All applicants are required to pay an annual, non-refundable program fee to initiate the re-certification review process. The fee is based on size; Small or Non-Small, and is due in-full when submitting the application for certification, and annually thereafter.

In order to submit for Re-Certification, your application MUST be submitted either prior to your current expiration date or no more than 60 days after expiration date.

Payment of the Annual Program Fee does not guarantee re-certification. To receive a certificate, the applicant must meet all requirements of the program as related to the re-certification category being sought.

Please review and answer ALL required questions. Please use the enclosed checklist to ensure you have submitted all required documentation. Commonly Asked Questions have been provided to answer your questions. Once you have completed the application - submit with (1) annual program fee, (2) ALL approved clearances, and (3) all other requested documentation, the following steps will be completed by the Human Rights Department:

1. Human Rights Personnel will give the applicant (if hand delivered) a receipt acknowledging payment of the Annual Program Fee and submission of application.
2. Business Certification Specialist will review the file and contact the applicant with any questions.
3. Business Certification Specialist may perform a site-visit for Detroit Based Business (DBB), Detroit Headquartered Business (DHB), and Detroit Small Business (DSB) certifications as deemed necessary**.**
4. If the applicant meets the qualifications, the appropriate certificate will be issued for a period of one year from date of approval.

Note: *To ensure timely processing of your application, please answer all questions in the application with all required documentation, including* ***APPROVED income tax clearance(s), APPROVED accounts receivable (a/k/a vendor) clearance, and current on any City of Detroit inspections, licenses, and permits***. Incomplete applications may be returned to you.

We cannot guarantee that an application determination will be completed in time for a bid submission. Your completed application can be mailed to the following address:

Coleman A. Young Municipal Center
City of Detroit Human Rights Department
2 Woodward Avenue, Suite 1240
Detroit, MI 48226

For information regarding the services of the Human Rights Department please contact us at 313-224-4950 or visit our website: www.DetroitMi.gov/How-Do-I/Find

Commonly Asked Questions

1. **Why should I participate in the Detroit Business Certification Program (DBCP)?**

   The Detroit Business Certification Program (DBCP) is an important component of the economic revitalization of Detroit. It is the policy of the administration to encourage and increase the utilization of local business doing business in the City and to offer benefits that:

   - Leverage for opportunities that may require one or more of the five certifications offered via the Detroit Business Certification Program
   - Offers eligibility of equalization credits and competitive advantage for bidding on some projects in the City of Detroit (Detroit Based);
   - Promotes awareness within the Detroit business community regarding opportunities for utilization of local goods and services;
   - Promotes your business through increased visibility of company's brand, business type(s) and contact information, which is made available via the City's Certified Business Register on the City of Detroit's website.

2. **When can I submit my application for re-certification?**

   Business applicants applying for re-certification must submit application either prior to your current expiration date OR no more than 60 days after expiration date. If any category changes from previous year, than verification will be required for the changes.

3. **My company has been certified in the past, why can't I use the re-certification application?**

   Your current certification has been expired more than 60 days.

4. **How long after application submittal is a determination made?**

   Application processing time may vary depending upon the number of applications received, the submission of required documentation and the legal/financial complexity of the business being reviewed. The applications are reviewed in the order they are received.

5. **How do I avoid unnecessary delays in processing my application?**

   - Verify that the information you are submitting is accurate. If you have questions pertaining to the application, please contact the Human Rights Department (HRD) at (313) 224-4950.
   - Use the Checklist (page 5) as tool to submit ALL required document.
   - Timeliness in responding to an HRD Business Certification Specialist's request for information is crucial to avoid unnecessary delays in processing your application.
   - Obtaining APPROVED Income Tax clearance for business and individual(s) (if applicable) prior to submitting your application.
   - Obtaining APPROVED Accounts Receivable Clearance for business prior to submitting your application.
   - All businesses must be current on Annual Inspections and any licenses and permits.

   Please Note: Inaccurate, illegible, or missing information (i.e. signatures, dates, required documents, tax clearances, etc.) in the application and/or supporting documentation will delay processing time.

6. **What do I receive once my business is certified?**

   Official letter and certificate are mailed and emailed to successful applicants each year.

   - Any business certified is automatically listed on the City of Detroit's Certified Business register.
   - Certified Business Register is available on the Human Rights Department webpage at www.DetroitMi.gov/How-Do-I/Find.

7. **What happens if my business is found not qualified for one certification type and I applied for several?**

   You may be required to submit additional information to meet certification requirements.

   - You may have applied for Detroit Headquartered Business (which includes Detroit Based Business) and Detroit Small Business certification. If you do not meet ALL the requirements for

Detroit Headquartered Business (DHB), and meet the requirements for Detroit Based Business (DBB) and Detroit Small Business (DSB), a certification will be issued for the approved certification type.

- You may register as a Minority-Owned Business and/or Woman-Owned Business if your business meets the requirements stated on the MBE / WBE Declaration page and other required documents listed on the Checklist (page5). MBE and WBE declarations are independent of DBB, DHB, and DSB.
- We cannot guarantee that your business will qualify for any status. Your Program Fee is non-refundable whatever the outcome.

8. Is there a cost associated with the Detroit Business Certification Program?

Yes, there is an annual non-refundable program fee: (refer to page 10 - qualifications for small business)

- Small Businesses: $600
- Non-Small Business: $2,500
- WBE / MBE only and Small Business: $600
- WBE / MBE only and Non-Small Business: $2,500
- Annual Program Fee is non-refundable
- Checks, Money Orders, or Cashier Checks payable to City of Detroit, Memo note – Human Rights Department DBCP

9. Why is the Certification Application so extensive and complex?

Businesses who participate in the Detroit Business Certification Program will have a competitive advantage when bidding on City contracts. Therefore, it is imperative that the certification process is thorough and comprehensive, and the authenticity and legitimacy of all businesses are confirmed.

- Ensures equity, integrity, and accountability to the process, validates all requirements and guidelines set forth in the HRD Administrative Guidelines.
- Through comprehensive research and investigation, the department is able to validate authenticity and legitimacy for all businesses.

10. Where can I pick up a Business Certification Application?

Business Certification Applications are available at the Human Rights Department in the Coleman A. Young Municipal Center, Suite 1240 or visit www.DetroitMi.gov/How-Do-I/Find.

11. What is a Covenant of Equal Opportunity / Human Rights Clearance Affidavit (HRCA)?

The Human Rights Department has the responsibility for ensuring all business doing business with the City of Detroit comply with all Federal, State and Local regulations governing fair employment practices. The Covenant of Equal Opportunity, also referred to as the Human Rights Clearance Affidavit, ensures compliance with the City's equal employment principles and monitors the employment and hiring practices of contractors who do business with the City.

- All potential vendors, contractors, and subcontractors involved in the bid selection process must complete, sign and notarize the HRCA and submitted with their bid submission.
- Contractors do not need a certification to bid on City Contracts; however, all contractors must have a HRCA for each bid submission.
- There are no fees for the HRCA.

Detroit Business Certification Program
Re-Certification Checklist
ALL Required Documentation & Information

(Complete checklist. Keep a copy and submit a completed copy of this page with application)

(Refer to the following pages for detailed information for each item)

Detroit Based Business (DBB)

- ⬭ Expired - No / Yes
  (must be 60 days or less expired to use re-cert application)
- ⬭ Last Detroit Business Cert – expires(d) _____
- ⬭ Payment (check), $ _____
- ⬭ Check-off Which Category for Certification (Page 6)
- ⬭ Are there any changes with Affiliates/Subsidiaries (Yes / No)
  - ⬭ If Yes, submit updated Explanation Letter (Question #5)
- ⬭ Are there any changes/additions in business services? (Yes / No)
  - ⬭ If Yes, submit updated Business Overview (What does your business do?) (Question #6)

Note:
- **ALL** businesses must keep current their Annual Inspection – contact BSEED Property Maintenance
- **ALL** businesses must keep current City of Detroit License(s) or permit(s) Required for Business (i.e. Electrical, Landscaping, Snow Removal, Motor Vehicle, etc. – contact BSEED Business License Center)

- ⬭ 4 Accounts Receivable Work Orders / Invoices (ONLY account receivables - showing worked provided by your company, 1 per qtr. to cover past year from submission date)
- ⬭ Are there any changes in Ownership? (Yes / No)
  - ⬭ If Yes, submit Verification of Ownership (Question #8)

- ⬭ Last 3 Fiscal Year Federal Tax Returns (**1st page only**)
  - ⬭ Year _____
  - ⬭ Year _____
  - ⬭ Year _____
- ⬭ Approved Business Income Tax Clearance – expire date _____
- ⬭ Approved Accounts Receivable Clearance – expire date _____
- ⬭ Deed / Lease (must show complete past year from submission date)
- ⬭ Business Roster (**complete all columns on each roster**)
  - ⬭ # of Owners & Exec. / Upper Management _____
  - ⬭ Total # Employees _____; # of Det. Res. Employees____
- ⬭ Affidavit Of Applicant Page
  - ⬭ Authorize Signature
  - ⬭ Notary Signature
  - ⬭ Notary Stamp

Detroit Headquartered Business (DHB)

- ⬭ Completed All Items Under DBB
- ⬭ Approved Individual Income Tax Clearance(s) – ALL Owners and Upper Management
  - ⬭ _____
  - ⬭ _____
  - ⬭ _____
  - ⬭ _____
  - ⬭ _____

Detroit Small Business (DSB)

- ⬭ Completed All Items Under DBB
- ⬭ Meet 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 3Years
  - Retail: < $6 million
  - Service: < $6 million
  - Professional Service: < $6 million
- ⬭ Gross Receipts: Year_____ $_____
  Year_____ $_____
  Year_____ $_____
  Average: $_____

Minority / Woman Business Enterprise (MBE / WBE)

- ⬭ Answered Questions 1 – 8 in application
  Completed Line Items under DBB (above dotted line)
- ⬭ Most Current Federal Tax Return (**1st page only**)
- ⬭ Deed / Lease (must show complete past year from submission date)
- ⬭ Business Roster (**complete all columns on each roster**)
- ⬭ # of Owners & Exec. / Upper Management _____
- ⬭ Total # Employees ____; # of Det. Res. Employees _____
- ⬭ MBE / WBE Declaration Page
  - o Completed Entire Table
  - o Authorize Signature & Date
- ⬭ Completed Affidavit of Applicant Page

Detroit Business Certification Program (DBCP)
Application for Re-Certification

***** All businesses MUST operate out of the Detroit location for at least one (1) year prior to the date of submitting this application.***

Refer to Introduction and Commonly Asked Questions For Assistance With Completing Application

Must have APPROVED Income Tax clearance(s) and APPROVED Accounts Receivable (a/k/a Vendor) clearance when submitting application with application fee

Certify as *(Check all that apply)*:

- ○ **Detroit Based Business (DBB)****
- ○ **Detroit Headquartered Business (DHB) ****
  (DHB includes DBB & must also meet all DBB requirements)
- ○ **Detroit Small Business (DSB) ****
  (DSB must also meet DBB requirements)
- ○ **Minority-Owned Business Enterprise (MBE)**
- ○ **Woman-Owned Business Enterprise (WBE)**

All applicants are required to pay an annual, **non-refundable** program fee at the time of application submission. **Payment of the Annual Program Fee does not guarantee certification.**

Name of Business:_____

Business Street Address:_____

City: _____ State: _____ Zip: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: ( ) _____ Fax: ( ) _____

Business Email Address: _____
(Published on business register)

Business Website:_____

Date Business Established: _____/_____/_____

FEIN: _____ **OR** SSN (last 4 digits only): _____

Authorized Contact Person; i.e., the representative who is authorized to discuss confidential information and answer questions related to your application:

Name:_____ Title: _____

Authorized Contact Telephone: ( ) _____ Email: _____

Next Authorized Contact: _____ Email: _____

Has there been a change in ownership since last DBCP certification? Yes No

Has the business changed business location? Yes No

PLEASE ANSWER EVERY QUESTION

1. Business Information

Submit a copy of a lease, deed, land contract or mortgage agreement **for each Detroit location owned or operated by the applicant**. The applicant must complete the first space below for the Business Headquarters no matter where it is located. Other spaces below should only be completed for each location within the City of Detroit. If necessary, provide information for additional locations on a separate sheet.

Business Headquarters: (Please answer all) _____Leased _____Own

Name of Authorized Person at HQ:_____

Business Street Address:_____

City: _____ State: _____ Zip: _____

Type of Operations:_____

Number of Employees at HQ:_____ Phone#_____

Total # of Employees:_____ Total # of Detroit Residents Employees:_____

Detroit Location (if different than headquarters): (Please answer all) _____Leased _____Own

Name of Authorized Person at Detroit Location:_____

Business Street Address:_____

City: _____ State: _____ Zip: _____

Type of Operations:_____

Number of Employees(@this location): _____ Phone#_____

Number of Detroit Residents Employees(@this location):_____

Detroit Location (if different from above): (Please answer all) _____Leased _____Own

Name of Authorized Person at Detroit Location:_____

Business Street Address:_____

City: _____ State: _____ Zip: _____

Type of Operations:_____

Number of Employees(@this location): _____ Phone#_____

Number of Detroit Residents Employees(@this location):_____

2. Other Locations:

How many business locations outside the City of Detroit? _____

If there are locations outside the City of Detroit, please list address of each location:

_____

_____

_____

3. **Business Type (*Check All That Apply*):**

Information regarding Business Type:
(Must complete if you want a description included on business register up to 255 characters, otherwise left blank)

_____

_____

_____

- **Manufacturing**
  Manufacturing means a business operating or maintaining a facility that produces materials, supplies, articles, equipment, etc. from raw materials or that materially alters or adds value to previously manufactured products from their original state such that the altered product is no longer useable as originally intended.
- **General Construction**
  General Construction Business means a business that (1) is a general contractor for any of the following: Industrial Buildings, Residential Buildings, Single Family Houses or Warehouses or (2) performs heavy construction which includes, but is not limited to the following: bridges, communications lines, elevated highways, highways, pipelines, power lines, sewer lines, streets, tunnels, or water lines.
- **Specialty Construction**
  Specialty Construction Business means a business that engages in any of the following lines of business: carpentry, concrete work, electrical work, excavation work, floor laying, glass and glazing work, heating ventilation and air conditioning, installation or erection of building equipment, masonry, stone setting and other stone work, painting and paperhanging, plastering, drywall, acoustical and insulation work, plumbing, roofing, siding and sheet metal work, structural steel erection, terrazzo, tile marble and mosaic work, water well drilling, or wrecking and demolition work, as well as other categories of specialty construction as may be identified by the City.
- **Wholesale**
  Wholesale business means a firm engaged in the selling or distribution of commodities, goods, articles, products, etc. in large quantities and usually to retailers or others at a reduced cost per item.
- **Retail**
  Retail business means a firm engaged in the sale or distribution of commodities, goods, articles, products, etc. to the ultimate consumer in small quantities and in which an inventory of products is available at the business location.
- **Service**
  Service business means a firm providing services of a non-professional nature such as, but not limited to repairing, cleaning, maintenance, testing, construction services, personal services, etc.
- **Professional Service**
  Professional Service business means a firm providing services that are not generally available in the public-at-large that requires specialized knowledge, licensing and/or certification. These services include, but are not limited to accounting services, architectural/engineering services, consultant services, information technology services, construction management, financial management, facilities management, legal services, etc.

4. Indicate the three-digit NIGP commodity class code(s) that apply to the goods/services your firm provides. This information will be listed on HRD's business registry. *(Please refer to the attached 3-digit NIGP Commodity Codes List on Human Rights Department webpage, www.DetroitMi.gov/How-Do-I/Find).*

_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

5. Are there any changes or additions to the **business** subsidiaries or affiliates or has the business become a subsidiary of another business concern? (i.e. shared location, management, and/or employees, associated business, etc.)

   ☐ **No** ☐ **Yes**

   If yes, provide a full and detailed explanation of business relationships and the relationships of owners and executives on a separate attachment.

6. Are there any changes or additions in services provided by the business? ☐ **No** ☐ **Yes**

   If yes, submit updated business overview (What does your business do?).

   Note:
   - **All businesses** are required to keep current their Annual Inspection – contact Property Maintenance in the Buildings, Safety Engineering & Environmental Department (BSEED).
   - **All businesses** are required to keep current any city of Detroit Business License(s) or permit(s) – contact Business License Center in BSEED (i.e. Electrical, Builder, Motor Vehicle, Snow Removal, Landscaping, etc.).

7. Submit at least four (4) paid account receivable work orders / invoices of **your services provided**; one PER QUARTER to cover the past year from date of submitting application.

8. Are there any changes or additions in ownership? ☐ **No** ☐ **Yes**

   If yes, submit verification of ownership adding up to 100%.
   - ○ Submit most current Federal Tax Return 1120S / 1065 Schedule K-1, adding up to 100%, Tax Return 1120 Form 1125-E, or Tax Return 1040 Profit/Loss pages
   - ○ Copy of the stock transfer ledger AND most current annual meeting minutes
   - ○ List all stock owners: (Please print neatly); Total Number of Issued Stock: _____

     1. Name: _____ 4. Name: _____
     2. Name: _____ 5. Name: _____
     3. Name: _____ 6. More stock owners list on additional sheet

9. Submit Federal Tax Returns:

   The business ***last three (3) fiscal years*** federal tax returns **(1st page only)**. For MBE/WBE only, one (1) year – the most current fiscal year **(1st page only)**.

10. Submit Business Clearances:

    All businesses must submit with this application a copy of ALL APPROVED clearances from Accounts Receivable department and Income Tax Clearance department. The clearance forms are included in this application for your convenience. Please contact those departments with specific questions. **Print additional copies as needed.**

PLEASE NOTE: The Applicant is responsible for securing all clearances. Please attach ONLY approved clearances to this application.

Completed by ALL Applicants

Business Roster – Owners and Executives / Upper Management

Business Name: _____

1. List all stock owners. If owner does not work for business, enter "Not on payroll" under Work Location Address.
2. List all executives / upper management, for example but not limited to - CEO, COO, CFO/Controller, Chairman, Vice Chairman, President, Vice President, Executive Vice President, Senior Vice President, Partner, Executive Director, etc.

(Please print and complete ALL columns)

Name	Title	Date Appointed & Date Hired	Tot Hrs Worked (per week)	Hrs Worked In Detroit Only (per week)	Work Location Address	Percentage of Ownership	Submit Approved Individual Income Tax Clearance YES/NO (for DHB only)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

TOTAL HRS ____ hrs _____ hrs **TOTAL % 100%**

PLEASE ANSWER EVERY QUESTION

Completed by ALL Applicants

Business Roster – All Employees

Business Name: _____

1. Are the employees listed below also listed on the Quarterly Tax Report submitted with this application? ☐ **Yes** ☐ **No**

(Please print and complete ALL columns – include management from previous page)

Name	Title	Date Appointed & Hire Date	Work Location Address	Employee Home City, State, & Zip	Quarterly Report YES/NO
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(Print additional pages as needed)

Requirements For Income Tax Clearance

Background. The City of Detroit is authorized to levy an income tax under the Uniform City Income Tax Ordinance (No.900-F) set forth in Chapter 2 of Act 284 of the Public Acts of 1964, known as the "City Income Tax Act." No bid shall be accepted from or contract awarded to any person who is in arrears to the City…" see Detroit codes: Sec.18-5-13, Sec. 18-10-25 and General Conditions #28.

What Is An Income Tax Clearance? An **approved** Income Tax Clearance states that an individual, business or subcontractor seeking employment or contracts with the City of Detroit has complied with all the provisions of the City Income Tax Ordinance. Contractors (individuals, businesses or Subcontractors) cannot be awarded a contract and are not authorized to perform services until they are in compliance with the City Income Tax Ordinance**. The "Request for Income Tax Clearance" form should be submitted 30 days prior to the submission for new bids or renewals of contract extensions. Please e-mail your completed request form (preferably in PDF format) to: IncomeTaxClearance@DetroitMi.gov**

Requirements For Individuals. Individuals must file returns and pay income taxes, and not have any unpaid assessments. Detroit residents must file form D-1040(R). If a taxpayer claims a non-resident status, proof will be required (copy of lease, mortgage closing statements, driver's license, voter's registration, etc.). If an individual seeking a tax clearance reside within the City, but claimed dependent status on another person's tax return, or received assistance, proof may be required.

Requirements For Businesses. Businesses must file Corporation D-1120 or Partnership D-1065 returns, regardless of net profit or loss. Non-profit organizations are required to file D-1120 tax return based on non-related income. All employers located in the City or "doing business within the City" must withhold City of Detroit income taxes from employees' compensation. Employers subject to withholding tax must file monthly or quarterly forms D-941/501, as well as, form DW-3 Annual Reconciliation with W2's. All assessments must be paid. New employers must request an Employer's Package and register with the City by completing and submitting an Employer's Withholding Registration form DSS-4. Contractors must supply a list of subcontractors with federal identification numbers or social security numbers. Contractors must also supply the federal identification numbers used for their leased employees.

Income Tax Clearance Denials. Income Tax Clearances are denied based on one or more of the following reasons: (1) Missing withholding payments, DW-3 Annual Reconciliation with W2's, (2) Unpaid assessments and (3) Missing tax returns and related data regarding taxpayers are confidential: therefore, reasons for denial are given only to the taxpayer or authorized representative with power of attorney. Taxpayers with denied clearances my visit our office to obtain information about their account or to drop off requested information.

Appointments are not necessary. For additional information contact the Clearance Section at 313-224-3328 or 313-224-3329. Our office is located in the Coleman A. Young Municipal Center, 2 Woodward Avenue, Suite 106. Office hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Attachment 1

Request For Income Tax Clearance

REQUESTING DEPARTMENT / DIVISION: **Human Rights Department**

E-MAIL ADDRESS: _____

CONTACT NAME: _____ **PHONE:** _____ **FAX:** _____

Type of Clearance: ☐ **New** ☐ **Renewal (Please submit 30 days prior to submitting bid or expiration date)**

A.

To:
City of Detroit
Income Tax Division
Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 106
Detroit, MI 48226

Phone: (313) 224-3328 or 224-3329
Fax: (313) 224-1741 or 224-4588

For:
Individual or
Company Name _____

Address _____

_____

City _____

State _____ **Zip Code** _____

Telephone _____ **Fax #** _____

Email Address _____

B. **Name of Chief Financial Officer/Authorized Contact Person (include address if different from above)**

Telephone # _____

Fax # _____

Employer Identification or Social Security Number

Spouse Social Security Number

Nature of Contract _____

_____

BID CONTRACT AMOUNT (if known):

Labor: $ _____ **Material: $** _____

Contract # (if known) _____

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE

Check One: ☐ **Individual** ☐ **Corporation** ☐ **Partnership** ☐ **Estate & Trust**

INDIVIDUALS ANSWER QUESTIONS 1, 2, 3, 4.

1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) ☐ Yes ☐ No
2. Are you a student and/or claimed as a dependent on someone else's tax return ☐ Yes ☐ No
3. Were you employed during the last seven (7) years? ☐ Yes ☐ No
4. Were you a resident of Detroit during the last seven (7) years? ☐ Yes ☐ No

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5, 6, 7.

5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4)? ☐ Yes ☐ No
6. Will the company have employees working in Detroit? ☐ Yes ☐ No
7. Will the company use sub-contractors or independent contractors in Detroit? ☐ Yes ☐ No

D. **FOR INCOME TAX USE ONLY**

Has the employer/employee complied with the provisions of the City Income Tax Ordinance?

☐ Yes ☐ No Signature _____ Date _____ Expires _____

☐ Yes ☐ No Signature _____ Date _____ Expires _____

☐ Yes ☐ No Signature _____ Date _____ Expires _____

VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT: www.DetroitMi.gov

Note: An approved Income Tax Certificate may be used in multiple city wide departments that require a bid. Please email your completed request form (preferably in PDF format) to: IncomeTaxClearance@DetroitMi.gov

Office of Contracting and Procurement
Information For Accounts Receivable Clearance Request

REVENUE COLLECTION CLEARANCE

All Purchasing Division vendors in compliance with Ordinance 52-H (No outstanding obligations to the City of Detroit) requirements will receive an approved Revenue Collection Clearance. Copies of the approved clearance may be submitted with bid packages until the clearance expiration date. Revenue Collection Unit clearances may have various validity dates usually within the same fiscal year.

VENDOR CLEARANCE REQUESTS

Purchasing Division clearance requests will be called Purchasing Division Vendor Clearance Request. The vendor request provides for submission of all pertinent data relating to the business or individual seeking the contract. It must be filled out in its entirety and submitted along with any additional documentation, such as: (1) Copies of lease and/or rental agreements, if the real property does not belong to the applicant (2) Federal I.D. number or SS#, if a sole proprietor (3) Personal Property tax I.D. number, if applicable. If you do not know your number or need to apply for one, you must go to Room 607 for this information. Missing and/or inaccurate information may result in processing delays.

INTERNAL PROCESSING

Document review takes five (5) working days. It is the vendor's responsibility to provide required documentation in time for a review and recommendation prior to the bid ending date. Clearance requests may be dropped off on all normal work days between 8:30 a.m. and 4:30 p.m. In room 106 of the Coleman A. Young Municipal Center, a tray labeled Vendor Clearances will be available on the front counter. Pickup of completed forms can be made after 8:30 a.m. The fifth working day (no Saturdays or Sundays) after submission no one will be available to answer questions at the time of submission. Denied requests will include the reason for denial. Vendors in possession of an expired approved clearance should submit the expired clearance with their request.

Accounts Receivable Clearance Application

2 Woodward Avenue, Suite 106, Coleman A Young Municipal Center
Revenue Collections Unit (313) 224-4087 / FAX: 224-4238 / RevenueCollections@DetroitMi.gov

☐ **SECTION A**: ☐ BUSINESS LICENSE ☐ BUDGET ☐ CITY COUNCIL ☐ DDOT ☐ DPW ☐ FINANCE ☐ FIRE ☐ HEALTH ☐ HUMAN RIGHTS ☐ LAW ☐ MAYOR ☐ OMBUDSMAN ☐ PLANNING& DEVELOPMENT ☐ POLICE ☐ PURCHASING ☐ RECREATION ☐ WATER & SEWAGE OTHER_____

ADDRESS OF DEPARTMENT_____

DATE SENT_____ CONTACT PERSON_____

PHONE NUMBER_____ FAX NUMBER_____ EMAIL_____

CONTRACT AMOUNT $_____

☐ **SECTION B: CORPORATION** LICENSE TYPE_____

CORPORATION NAME_____

ADDRESS_____ CITY/STATE/ZIP_____ ____ ☐ OWN ☐ LEASE

CITY PERSONAL PROPERTY NUMBER_____ **FID / EIN NUMBER**_____

OTHER CITY-OWNED PROPERTY PARCELS_____

CONTACT PERSON_____ PHONE NUMBER_____ **EMAIL ADDRESS**_____

☐ **SECTION C: PARTNERSHIP** LICENSE TYPE_____

BUSINESS NAME_____

BUSINESS ADDRESS_____ CITY/STATE/ZIP_____ ☐ OWN ☐ LEASE

CITY PERSONAL PROPERTY NUMBER_____ **FID / EIN NUMBER**_____

A: PARTNER'S NAME _____ PHONE NUMBER_____

HOME ADDRESS_____ CITY/STATE/ZIP_____ ☐ OWN ☐ LEASE

DRIVER'S LICENSE #_____ OTHER CITY-OWNED PROPERTY PARCELS _____

_____

B. PARTNER'S NAME_____ PHONE NUMBER_____

HOME ADDRESS_____ CITY/STATE/ZIP_____ ☐ OWN ☐ LEASE

DRIVER'S LICENSE #_____ OTHER CITY-OWNED PROPERTY PARCELS _____

_____

CONTACT PERSON_____ PHONE NUMBER_____ **EMAIL ADDRESS**_____

☐ **SECTION D: SOLE PROPRIETORSHIP** LICENSE TYPE_____

BUSINESS NAME_____

BUSINESS ADDRESS_____ CITY/STATE/ZIP _____ ☐ OWN ☐ LEASE

CITY PERSONAL PROPERTY NUMBER_____ **FID / EIN NUMBER**_____

OWNER'S NAME_____ DRIVER'S LICENSE #_____ PHONE NUMBER_____

HOME ADDRESS_____ CITY/STATE/ZIP _____ ☐ OWN ☐ LEASE

OTHER CITY-OWNED PROPERTY PARCELS_____

EMAIL ADDRESS_____

☐ **SECTION E: PERSONAL SERVICES**

NAME_____ ADDDRESS_____ ☐ OWN ☐ LEASE

CITY/STATE/ZIP_____

PHONE NUMBER_____ DRIVER LICENSE #_____

OTHER PROPERTY ADDRESSES OWNED IN WITHIN DETROIT_____

SOCIAL SECURITY NUMBER_____ **EMAIL ADDRESS**_____

FOR TREASURY COLLECTION USE ONLY:

☐ APPROVED ☐ DENIED ☐ DENIED WITH ATTACHMENTS

_____ _____ CLEARANCE VALID UNTIL_____

SIGNATURE DATE

11. Minority-Owned and Woman-Owned: (This page is for Minority and/or Woman majority controlled businesses.)

MBE / WBE Declaration

Recognized ethnic-minority persons are United States citizens or lawful permanent residents. Ethnic-minorities are defined as: African-American/Black, Hispanic, Asian (including Indian and Pacific), Native American and Eskimo.

Check all that applies to the ownership:

- ⬭ **African-American / Black** – A person having origins in any of the Black racial groups in Africa.
- ⬭ **Hispanic** - A person of Spanish or Portuguese culture with origins in Mexico, South of Central America, Cuba, Puerto Rico, or the Caribbean Islands.
- ⬭ **Asian / Pacific** – A person having origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Hong Kong, Laos, Cambodia and Vietnam, Indian Subcontinent or the Pacific Islands.
- ⬭ **Native American / Eskimo** – A person having origins of American Indian, Eskimo, Aleut, or Native Hawaiian.
- ⬭ **Woman**

I, _____ certify that _____
(print name of President / CEO / Owner) **(name of business)**
meets all of the eligibility requirements of a Minority-Owned Business Enterprise (MBE) / Woman-Owned Business Enterprise (WBE).

The aforementioned business meets the following criteria: (1) at least 51% ownership by minority and/or woman *(comprise at least 51% of the board of directors in the case of non-profits)*; (2) minority / woman control of all decisions concerning the business; (3) the majority of management and board/partnership/member positions are held by minority and/or woman and (4) has satisfied all other requirements administered by the Human Rights Department (HRD). **I certify that I will notify Human Right Department (HRD) within 30 days in the event that my business no longer meets the criteria of this declaration.**

Signature of President / CEO / Owner: _____ **Date** _____

Name and Title	Ethnicity	Gender	Ownership Percentage	Hours Worked/ Weekly

Must Total: 100%

If necessary, use a separate attachment to complete this item.

Affidavit of Applicant

I, being a duly authorized representative of the applicant, do hereby attest that the statements, documents, and responses provided in and with this City of Detroit Certification Application are true and correct to the best of my knowledge. I understand that I am making this statement subject to the penalties of perjury. I further understand that the City of Detroit reserves the right to require additional information prior to, during, and at any time after certification has been granted.

I understand that any misrepresentations of information provided in support of this application can result in **rejection, delay in processing, and/or denial of the application**, **de-certification** or **revocation** of a certification, if conferred prior to discovery of the misrepresentation.

Name of Applicant: _____

Name of Authorized Representative: _____

Signature of Authorized Representative:_____

Authorized Representative's Title: _____

NOTARY ACKNOWLEDGMENT

STATE OF: _____

COUNTY OF: _____

The foregoing Affidavit of Applicant was acknowledged before me this

_____ day of_____, 20_____, by _____
(# Day of the Month) (Month) (Year) (Authorized Representative's Name from above)

to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free and voluntary act and deed.

Signature of Notary:_____

Printed Name and Stamp of Notary:_____

My Commission Expires:_____

Seal of Notary

Detroit Business Certification Program
Application of Certification

Appeal Process

(Keep this page for your reference)

Within fourteen (14) calendar days of the date of the applicant's receipt of a "Denial of DBB, DHB, DSB, MBE and/or WBE Certification", the applicant may file with the Human Rights Department (HRD) a written request for an informal discussion, the purpose of which is to permit the business to discuss its concerns about the denial.

After the informal discussion, the HRD shall issue a "Confirmation Notice" via certified mail: return receipt that outlines these subject matters:

- The issues discussed and the outcome of the informal discussion; and
- The business applicant's appellate rights

Only after it has exhausted the procedures set forth above may a business applicant appeal from a "Denial of DBCP Certification." A typewritten or printed "Claim of Appeal" shall be filed with the Human Rights Director within fourteen (14) calendar days of the date of receipt of a "Confirmation Notice." A "Claim of Appeal" shall satisfy all of the following requirements:

- Include a detailed narrative of all of the bases for reversal of the HRD's decision to deny DBCP certification. Any basis omitted from the "Claim of Appeal" is waived;
- Include documentation supporting the business applicant's claim that it satisfies the requirements for DBCP certification;
- Include a copy of the "Confirmation Notice" as described;
- Include a statement from the business applicant as to whether it desires an opportunity to discuss its appeal with the Human Rights Director; and
- Exclude any reliance on or reference to changes in the business applicant's ownership, operation and/or management occurring after the date of the "Denial of DBCP Certification."

A "Claim of Appeal" that does not substantially conform to the requirements of this process as outlined may be dismissed by the Human Rights Director without a decision on the merits of the appeal.