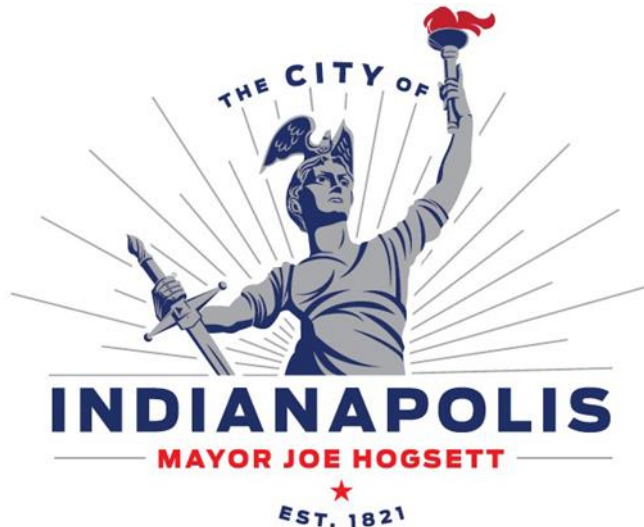


City of Indianapolis

Office of Minority & Women Business Development

Minority Business Enterprise (MBE)
Women Business Enterprise (WBE)
Veteran Business Enterprise (VBE)
Disabled-Owned Business Enterprise (DOBE)

SOLE PROPRIETORSHIP XBE APPLICATION



Office of Minority & Women Business Development
City-County Building
200 E. Washington Street, Suite 1701
Indianapolis, IN 46204

(317) 327-5262
OMWBD@indy.gov
www.indy.gov/OMWBD



[Linkedin.com/company/omwbd](https://www.linkedin.com/company/omwbd)



[Instagram.com/OMWBD](https://www.instagram.com/OMWBD)



[Facebook.com/OMWBD](https://www.facebook.com/OMWBD)

Before Starting Your XBE Application

Thank you for your interest in applying for certification with the, City of Indianapolis - Office of Minority & Women Business Development (OMWBD). Before you begin the application process, please **ensure that your business meets all the following basic certification criteria** and acknowledge this by checking the boxes:

- ❑ **Owned (100%) and controlled by a minority, women, veteran, or person with a disability.**
- ❑ **For-Profit Business in the State of Indiana:** Your principal place of business must be a for-profit entity incorporated, headquartered, and domiciled within the State of Indiana. Your business must be registered with the Indiana Secretary of State or County Recorder Office, the office of the highest qualifying member must be in Indiana, and IRS records must prove your business is located in Indiana.
- ❑ **Business Location:** OMWBD certifies businesses located within the Indiana counties of Marion, Hamilton, Boone, Madison, Hancock, Hendricks, Shelby, Morgan, or Johnson. If your business is located outside these counties, you must have obtained a physical on-site review from either the State of Indiana, the Department of Administration (IDOA), or the Indiana Department of Transportation (INDOT). If certified with [IDOA](#) or [INDOT](#), please complete the respective release forms before continuing your application: www.indy.gov/OMWBD → Certify Your Business → Release Forms

Business Tenure: Your Indiana business must have been operational for at least two fiscal years. The business must have completed at least three contracts/invoices.

If your business does not meet any of the above certification requirements, contact us at OMWBD@indy.gov before starting your application to discuss your eligibility.

If your business does meet all the basic certification requirements, please do the following when completing your application:

Ensure that the Employer Identification Number (EIN) matches your vendor registration, corporate taxes, IRS Form SS-4 or SS4 letter. **Answer all questions or input N/A if they do not apply to your firm.** Certification applications must be complete, signed by the qualifying owner(s), and notarized. Submit all pertinent additional documentation from the "Document Checklist" section (P.12) of the application. If you fail to do so, your application will be incomplete. If the application is incomplete, OMWBD will provide notice of missing items and a deadline for submission. In some cases, the entire application packet may be returned for correction.

If complete, the application is scheduled for an on-site review. On-site reviews are required and are conducted for businesses located in the nine (9) Indiana counties mentioned above. For businesses in other Indiana counties, a physical on-site review must be conducted by INDOT or IDOA.

City-County MBE/WBE/VBE/DOBE (XBE) certifications are regulated by the MBE/WBE/VBE/DOBE Business Utilization Plan and are narrowly tailored to its XBE program and goals to remedy the identified discrimination for its local firms to address past and/or ongoing discrimination in the relevant marketplace.

Email OMWBD@indy.gov or call (317) 327-5262 with questions.

INSTRUCTIONS FOR COMPLETING THIS SOLE PROPRIETORSHIP APPLICATION

This booklet is designed to assist in completing the certification Application. Please refer to the question number and the number corresponding to it in this booklet. **Questions that do not apply to your firm should be marked (N/A) in the space provided. All questions must be answered and the requested documents submitted to the office along with the application.** Failure to do this will delay the processing of the application. Failure to answer all questions and/or submit all documentation will result in your application being returned to you.

Please return the completed application and all requested documentation to the address below:

Office of Minority & Women Business Development

City of Indianapolis
Attn: Certification Coordinator
City County Building
200 E. Washington Street, Suite 1701
Indianapolis, IN 46204

Question 1: Name of firm (D/B/A, if appropriate). Also attach a copy of your assumed business name (if any).

Question 2: Main address of firm (Principal Place of Business). This should be the address of the main corporate office. P.O. Box numbers alone are not acceptable. Additional offices should be listed on a separate document. (Indiana Domiciled/Headquarters)

Question 3: Person who the Office can contact for answers about the application.

Question 4: Main business telephone including area code, fax number, email, and web site.

Question 5 (A): Place an "X" in the space in front of the type of firm that is applying for certification. **(B):** The number of hours per week the owner is present at the principal place of business (Headquarters).

Question 6 (A): Date the **firm** was established. **(B):** Date when current owners purchased the majority ownership. **(C):** Answer as indicated.

Question 7 (A): Provide information requested. **(B):** If firm is certified by other governmental agencies, attach a copy of the certification **(C):** Answer question as indicated **(D):** Answer question as indicated.

Question 8: (A): After completing the personal information requested on ownership, place an "X" in the boxes that apply to that individual. You should attach copies of one of the following documents which will prove membership in the ethnic group marked by the "X" (if any changes):

(MBE Ethnicity documents)

- (B): Membership letter or certificate of an ethnic organization
- (C): Tribal certificate (proof of enrollment)
- (D): Bureau of Indian Affairs card
- (E): Birth certificate
- (F): Passport or Naturalization Certificate
- (G): Armed services discharge papers
- (H): Baptismal certificate
- (I): Voter registration card
- (J): Any other government documentation that provides evidence of your ethnicity

The parent company must also meet the City of Indianapolis certification standards to certify a branch office or subsidiary.

City of Indianapolis does not accept certifications/on-sites from national programs, non-profits or paid certification programs.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION (continued)

Question 9 (A through D): List individual responsible for the management/control areas indicated. If an area is managed/controlled jointly or more than one person manages an area, please indicate such.

Question 10: Provide information as requested from the signed Corporate Bank Resolution(s) and/or bank account signature card(s).

Question 11: List what types of goods and/or services your firm provides.

Question 12: Provide information as requested. You must provide a copy of all denial and decertification letters received.

Question 13: Provide information as requested (select one).

Question 14: Submit copies of required information. Be sure to identify the individual's name or firm that the license is issued to. If trucking is an area identified, and Interstate or Intrastate Authority is required. Provide a copy of the Authority. Companies that are incorporated and are applying for certification must be registered with the State of Indiana Secretary of State's office, which can be reached at (317) 232-6576.

Question 15: Provide information as requested. You must provide a copy of all denial and decertification letters received.

Question 16: Companies that are incorporated and are applying for certification must be registered with the Marion County Recorder's Office or the State of Indiana Secretary of State's office.

Question 17: To register your business with The City of Indianapolis Purchasing Division visit www.indy.gov/purch. If you have any questions, please call 317-327-4900.

If you have any questions, please contact the Office of Minority and Women Business Development.

Phone: (317) 327 – 5262

YOUR VENDOR REGISTRATION

You can now register with the City of Indianapolis Marion County at (Required):

www.INDY.GOV/PURCH

In City's effort to serve you better, City's Vendor Registration form is now online. You may now complete the form, attach documents, select your commodities, and print a copy for your personal records all online.

For questions, please contact City of Indianapolis/Marion County Purchasing

Office of Finance and Management

Purchasing Division Suite 1522
200 E. Washington St.
Indianapolis, IN 46204

Hours: 8:00-5:00 (M-F)
Phone: (317) 327-4900

www.INDY.GOV/PURCH

CHECKLIST

The following information (**copies**) must be attached to your application. Missing Failure to submit all appropriate documentation or incomplete information will delay the processing of your application.

ALL

- Work experience resumes that include places of ownership/employment and corresponding dates of owner;
- Birth certificate of owner, ethnic documentation, passport, naturalization certification of owner, tribal cards; (for MBE applicants)
- State issued identification card or driver's license;
- Entire copy of business tax return for the last 3 years;
- Relevant professional license(s) if any;
- Bank Authorization and Signatory cards;
- Register as a vendor with the City's Purchasing Division on www.indy.gov/purch (required for all)

Sole Proprietorship

- Assumed name, fictitious name, or other registration certificate from appropriate governmental agency (if any)

Disability Owned Business Enterprise (DOBE)

- Affidavit of ADA Disability from the Office of Minority & Women Business Development

Veteran Business Enterprise (VBE)

- DD-214 (honorable discharge)

*Additional documents may be requested after a desk review.

For a full version of the Certification Standards see: Federal Regulations 49 CFR & City of Indianapolis Utilization Plan

Please return this completed application by mail with all supporting documentation to:

Office of Minority & Women Business Development
Attn: Certification Coordinator
City-County Building
200 E. Washington Street, Suite 1701
Indianapolis, Indiana 46204