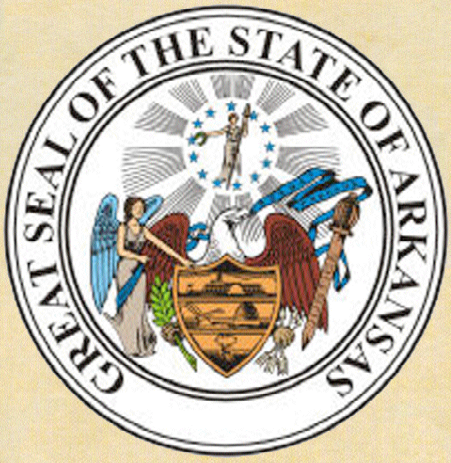
Arkansas Minority Business Enterprise (MBE)
Certification Application



ARKANSAS

PLEASE MAIL OR DELIVER APPLICATION TO

Small and Minority Business Division
Arkansas Economic Development Commission
900 West Capitol Avenue, Suite 400
Little Rock, AR 72201

For additional information, please call us at
501-682-6105 or 1-800arkansas or visit us at www.arkansasedc.com

Minority Business Enterprise (MBE) Certification Information

History

Act 1456 of 2003 requires the Arkansas Economic Development Commission's Small and Minority Business Division to create a certification process for MBEs.

Definitions

A minority business enterprise is an independent business entity, which is at least 51% owned, operated and controlled by a minority group member, or members who are U.S. citizens, maintain permanent residence in the State of Arkansas. Act 1222 of 2009 defines a minority as a African American, Hispanic American, American Indian, Asian American, or Pacific Islander.

Eligible Applicants

Eligible applicants are businesses registered with the State of Arkansas, and which can submit documents to the Arkansas Economic Development Commission's Small and Minority Business Division that prove they are minority firms.

Certification Benefits

Certified MBE's will enjoy several benefits. They will be designated on the division's list of minority firms as a certified MBE. A signed certificate by the AEDC Executive Director and Division Director will document this designation. Each state procurement officer and the minority business officer will be notified of the attainment. Finally, certified MBE's may register with the Office of State Procurement, vendor registration process at no cost through http://www.arkansas.gov/dfa/purchasing. Firms registered through the vendor registration process will receive email notification of procurement opportunities based on their commodity/service selections.

Application Process

Interested applicants should complete the enclosed forms and send them to the AEDC's Small and Minority Business Division with copies of the required documents listed on the following page. The department shall review the documents, check the applicant's customer references, and schedule a pre-certification interview/site visit with the applicant within 30 days of receiving the application. The applicant will receive written notice of the division's decision within 10 business days of the pre-certification interview/site visit.

Recertification

Certified MBE's must send a letter to the Small and Minority Business Division within 30 days of the annual expiration date stating their desire to maintain the certification. The letter must state that the firm is still 51% owned, operated and controlled by a minority or group of minorities. It must indicate any changes in the status of the business (address, phone/fax numbers, ownership, patrnership, etc.). The firm's executive officer and the chairman of its board of directors must sign the letter.

Certification Reciprocity

Firms that are certified as MBEs with the Arkansas Mississippi Minority Supplier Development Council (AMMSDC), Small Business Administration (SBA) 8 (a) program or Arkansas Highway and Transportation Department Disadvantaged Business Enterprise (DBE) program may apply for reciprocity with the State of Arkansas. Once their (AMMSDC), (SBA) 8 (a) or (AHTD) certification is verified they will receive MBE certification from the State of Arkansas.

Revocation

The Director of the Small and Minority Business Division has the authority to suspend, and/or, under just cause, revoke the certification of any business which fails to comply with the intent of this program. Any business with a revoked certification will be ineligible to re-apply to the program for a period of one year. Prior to revocation of an MBEs certification under this regulation, the MBE shall be afforded an opportunity to discuss with the Director the issues given rise to the revocation.

Moratorium

Given evidence of non-compliance with these regulations, the Director of the Small and Minority Division has the authority to place a moratorium for one year on the new certification of any business sector for which two or more firms have received sanctions within any six month period.

Appeals

A. Any applicant who is denied their request for certification because they were unable to prove their minority status may appeal the decision to the Minority Business Advisory Council. A written notice of appeal must be received by the department no more than thirty (30) days after the date of the notice of denial. The Minority Business Advisory Council shall meet to hear the appeal within forty-five (45) days of receipt of the written notice.

B. Certified businesses may appeal a revocation action to the Minority Business Advisory Council. A written notice of appeal must be received by the department within thirty (30) days after the date on the notice of the revocation. The Minority Business Advisory Council shall meet to hear the appeal within forty-five (45) day of receipt of the written notice.

Supporting Documents Checklist

- Unless otherwise indicated, copies of documents are sufficient.
- Any deficiency or missing items may delay the certification process.
- Certification generally takes 20-30 business days to process.
- An on-site visit (The Small and Minority Business Division may schedule an on-site visit once the completed application and appropriate supporting documentation have been received)

DOCUMENTS TO ATTACH TO YOUR COMPLETED APPLICATION ***(Please check (✓) each item as completed and submit along with completed application and checklist.***	
1. Completed application	
2. Copy of the Articles of Incorporation or Fictitious Name Certificate	
3. Copy of Bank Authorization Document	
4. Copy Federal Tax Identification Number issued by the Internal Revenue Service (IRS)	
5. Copy of Birth Certificate, Passport, Green Card or Tribal Card	
6. Copy of resume of owner(s)	
7. Proof of state and federal income tax filing for previous three (3) years, business or personal (at least two years of business filings)	
8. Copy of insurance*	
9. Bonding information*	
10. Copy of professional license*	
11. Partnership or Operating Agreement for businesses with two (2) or more owners, evidencing division of shares and profit distribution	
12. DBE (Highway Department), 8(A) (SBA) or AMMSDC certified? (If yes, please submit the completed MBE application and proof of the certification ONLY).	
13. How did you hear about the Minority Business Enterprise Certification Program? (Check all that apply) ☐ Staff presentation at an event sponsored by another organization ☐ S&MB Division website ☐ Referred by another organization ☐ Arkansas state employee ☐ Materials published by S&MB Division ☐ S&MB Division staff at a trade show or expo ☐ Newspaper/Magazine ☐ Direct mailer ☐ Other, please explain briefly: _____ _____ _____ _____	

*If required or accepted as a normal function of the business

Note: *AEDC's Small and Minority Business Division reserves the right to request additional documentation.*

Arkansas Minority Business Enterprise (MBE) Certification Application

PLEASE ANSWER THE FOLLOWING *(Place N/A in blanks not applicable to your business)*

BUSINESS PROFILE

1. Name of Business Owner(s):_____

2. Ethnic Background: ◉ African American ○ American Indian ○ Hispanic American
   ○ Asian American ○ Pacific Islander

3. Business Name:_____
   E-mail Address:_____ Web Address: _____

4. Business Address:_____
   City: _____ State: Arkansas Zip: _____

5. List or attach all additional facilities: _____

6. Date Business Started:_____ Primary Phone:_____
   Fax:_____ Alternate Phone:_____

7. Legal Structure *(check one):*
   ◉ Sole Proprietorship ○ General Partnership ○ Limited Partnership
   ○ Corporation: C [ ] S [ ] LLC [ ]

8. Nature of business (Describe product or service): _____

9. List North American Industry Classification System Code(s).
   Visit www.NAICS.com to look them up_____

10. Gross annual revenue: _____

11. Can your business currently supply products or services: ❒ Locally ❒ Regionally ❒ Nationally

12. Bank Name:_____

13. Bank Address, City and State: _____

14. Bank Contact & Telephone Number: _____

15. Federal Tax Identification Number: _____

16. Other Certification from any Recognized Institution: _____
    (SBA 8(a), Arkansas Mississippi Minority Supplier Development Council (AMMSDC) or Highway Department)

17. List all professional license(s): _____

18. Dun & Bradstreet Number: _____

BUSINESS CUSTOMER REFERENCES

1. Business Name:_____
   Address, City State: _____
   Contact Name: _____
   Telephone: _____
   Email: _____

2. Business Name:_____
   Address, City State: _____
   Contact Name: _____
   Telephone: _____
   Email: _____

3. Business Name:_____
   Address, City State: _____
   Contact Name: _____
   Telephone: _____
   Email: _____

4. Business Name:_____
   Address, City State: _____
   Contact Name: _____
   Telephone: _____
   Email: _____

SIGNATURE OF OWNER (S)

I certify that the above information is true to the best of my knowledge. Any misrepresentation will be sufficient grounds to delay certification of the MBE or result in rejection of the application.

_____
Name of Owner (s) Print Name

_____
Signature of Owner (s)

_____
Date: (*Month, Day, Year)*