



Application for

# Gary Business Enterprise Certification



*Serving*

**The Gary Sanitary/Storm Water Management Districts, City of Gary, and Gary/Chicago Airport**

Instructions for completing the **Gary Business Enterprise Certification**.

**NOTE:** If you require additional space for any question in this application, please attach additional sheets or copies as needed, taking care to indicate on each attached sheet / copy the section and number of this application to which it refers.

Make sure you read each and every question **carefully** before you answer.

## Section A: General Company Information

The Principal address represents the address of your MAIN HEADQUARTERS. Not a satellite office or regional office. If your company has an internet URL, please include the website address.

If the mailing address is a P.O. Box, rather than a physical street address, please make note of the distinction.

If the President and/or CEO of the company is a different person than the Owner, please indicate this on the application.

## Section B: Organizational Structure

Regardless of whether or not you are an S-Corporation or a C-Corporation, please select "Corporation."

If you do not fit into any of the ethnicity categories listed, please make a note of this (or, simply choose "Other").

If the answer to question #6 is "no," then please skip ahead to question #7.

## Section C: Business Services

In the first portion of this section, you should let us know what type of products and/or services your current company provides.

Do you provide consulting services? This would fall under "professional services." Do you manufacture furniture or household appliances? Then you would check "Manufacturer." Are you a supplier and/or distributor for various products?? "Supplier / Distributor" would be your choice. If you provide services such as Internet service, or fax communication services, then you would select "Service Provider."

Do you have a Gary Business License? Construction License? Are you licensed and certified by the State of Indiana? Please list any licenses, trade associations, unions, certifications, and etc. that is associated with both your current company, as well as previous companies you may have owned or co-owned.

Please define in specific terms the description of your company, and what type of products and/or services you provide to the general public, or to other businesses.

What is a **Section 3** business & what types of economic opportunities are available under **Section 3**?

A business:

- That is at least 51 percent or more owned by Section 3 residents,
- Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
- That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to a Section 3 business concern.

Make sure you let us know if you've ever been audited by the U.S. Department of Labor. This is important.

## Section D: Work Experience – Gary, Indiana

Most of this section is self-explanatory. Describe at least four (4) projects that you've performed under contract with the City of Gary and/or any employment you've ever maintained with a department of the City of Gary.

## Section E: Work Experience – Anywhere in General

This is similar to Section D, only not limited to Gary, Indiana. If you have any experience with another company you've owned, co-owned, or worked for, that directly or indirectly relates to the type of products and services you provide with your current company, please indicate this in this section.

## Section F: Control of Firm / Key Personnel

Who are the key personnel in your organization? Who helps make important decisions for your company, other than yourself? Please identify your firm's management personnel (by name, title, ethnicity, and gender) who control your firm in the following areas:

- Office Management & Executive Management
- Financial Accounting & other Financial Transactions
- Signing company checks

- Purchasing
- Marketing & Sales
- Human Resources
- Production and/or Manufacturing

There are also distinct areas for:

- **Corporations** (*list shareholders who own a 10% share or greater, and also list the names of all Executive Officers*)
- **Construction Firms** (*how do you recruit new members of your workforce? What bonding/insurance company do you work with? Do you mostly operate as a general contractor, subcontractor, supplier, or all three? What are the primary construction trades that you utilize the most?*)
- **Professional Service Firms** (*how many Gary residents are employed? What Gary businesses have you done work with or for?*)

### **AFFIDAVIT & SIGNATURE**

Carefully read the attached affidavit in its entirety. Fill in the required information for each blank space, and sign and date the affidavit in the presence of a Notary Public, who must then notarize the form.

If you're a corporation, we need to know the names of your stockholders who hold a 10% share or greater.

Please complete all portions of this section that apply to you, and your company.

Questions? Please call (219) 944-0595, ext. 1824 or ext. 1826