

MICRO LOCAL BUSINESS ENTERPRISE

(MLBE)



Office of Equity
and Engagement
CITY OF GRAND RAPIDS

Checklist

Business Documents Needed

- Business Age and Documents
(must have operated at least for a year)
 - LARA Document (Articles of Incorporation, etc)
- SBA NAICS Codes
 - Go to <https://www.naics.com/search> to retrieve code and find your industry.
- Location Verification
 - A utility bill from where the principal place of business (Must be in Kent County)

Register with the City

You need to be a registered vendor with the city to be an MLBE.

- Go to www.grandrapidsmi.gov/Services/Register-as-a-VendorSupplier to Register

We recommend registering via a desktop or laptop instead of a mobile device. Complete the process in one setting as you will need to start over if you exit out.

The process takes around 15 to 20 minutes

For a step-by-step guide use this [link](#) or go the website above

Note: You **DO NOT** need a **DUNS** number to complete registration.
You will need to know your State of Michigan Commodity Code
Which can be found here <https://lr.b.gy/km1zmo>

Financial Documents

- The past 3 years of Tax returns or number of permanent employees.
(Refer to NAICS code to see which is needed)
Notes:
 - If your business is new, please send the tax returns you have up to 3 years
- Personal net worth Verification
A notarized letter from a CPA or Financial institution stating your net worth is under \$305,000
Notes:
 - If you own your home, your **primary address does not apply** to this net worth statement
 - Under certain circumstances our office can assist businesses in finding a CPA.

APPLY!

- Go to grcity.us/mlbe
- Or use a QR code



Questions

CALL OR EMAIL OFFICE OF EQUITY & ENGAGEMENT OFFICE
INCLUSION@GRCITY.US
616-456-3027