

# MICRO LOCAL BUSINESS ENTERPRISE (MLBE) 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 (35% of SBA Size Standard)
  - Go to <https://www.naics.com/search> to retrieve code and find your industry.
- Location Verification
  - A utility bill from six (6) months ago from where the principal place of business operation (**Must be in Kent County**)

## Register with the City

You need to be a registered vendor with the city to be an MLBE. Use QR Code below to register your business



We recommend registering via a desktop or laptop instead of a mobile device.

The process takes around 15 to 20 minutes

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

- At **maximum** the past three (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 last 3 years
- Personal net worth Verification  
A notarized letter from a Certified Public Accountant (CPA) stating your net worth is under \$242,000 (Via January 2007)  
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!



Questions

CALL OR EMAIL OFFICE OF EQUITY & ENGAGEMENT OFFICE

[INCLUSION@GRCITY.US](mailto:INCLUSION@GRCITY.US)

616-456-3027

# MLBE CERTIFICATION FLOWCHART

STEP

1

## Gather Business Documents

You will need the following:  
LARA Documents  
SBA NAICS Code  
Location Verification (Utility Bill)

STEP

2

## Register as a City Vendor

You will need the following:  
SSN or EIN Numbers  
State of Michigan Commodity Codes  
(Note these codes are highly important for the bidding process!)  
A Computer (DO NOT ATTEMPT on a cellular or portable device)

STEP

3

## Gather Financial Documents

You will need the following:  
Tax Returns (Business or Personal) or in some rare cases the Number of Permanent Employees  
(Minimum of 1 years up to 3 years)  
Personal Net Worth Verification Letter  
(Letter must use the **SBA 98a) status (13CFR124.104c(2))** determination)

STEP

4

## Apply for MLBE Certification on City of Grand Rapids Website (Online Only)

The following is how you can use this Certification with the City and our partners

Construction

Register on the Engineering Department's Bidding Platform and Prequalified Application



If you have questions the Engineering Department can be reached by the following:

Website



Phone  
616-456-3000

Email  
engineering@grcity.us

Professional or Goods & Services

STEP

5

## Note:

Some Businesses will have to apply for both depending on the industry

Register on the Purchasing Department's Bidding Platform



If you have questions the Purchasing Department can be reached by the following:

Website



Phone  
616-456-3173

Email  
purchasingbids@grcity.us