



**Minority, Disadvantaged and/or Small Business Enterprise  
Declaration Form**

**Dear Business Owner,**

It is the policy of the City of Lake Charles to award an amount of no less than ten percent of contracts for goods and services to minority, disadvantaged and/or small business enterprises. It is also the policy to encourage general contractors to award at least ten percent of their sub-contracted work to minority, disadvantaged and/or small business enterprises. To that end we ask for cooperation in determining your status by providing the below requested information. This form must be filled out completely and returned to the Purchasing Division. Incomplete or unsigned forms shall be deemed invalid.

**RETURN COMPLETED FORM TO:**  
**Alecia Comeaux, Purchasing Manager**  
**326 Pujo Street, 6<sup>th</sup> Floor, Lake Charles, LA 70601**  
**(337) 491-1405 Fax**  
[acomeaux@cityoflc.us](mailto:acomeaux@cityoflc.us)

**Name of Firm:** \_\_\_\_\_

**Date and State of Incorporation:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

The City of Lake Charles fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see the City of Lake Charles' website – [www.cityoflakecharles.com](http://www.cityoflakecharles.com) or call the Title VI Coordinator at (337) 491-1440, the Mayor's Action Line at (337) 491-1346, or the appropriate Department Head.

**Minority Business Enterprise (MBE) Eligibility Criteria**

**Minority shall be defined as stipulated by La. R.S. 38:2233.2E(1) (2), which are as follows:**

(1) *Minority* means a person who is a citizen or lawful permanent resident of the United States and who is:

- a. American Indian or Alaskan Native: Having origins in any of the original peoples of North America.
- b. Asian American: Having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific islands.
- c. Black: Having origins in any of the black racial groups of Africa.
- d. Female.
- e. Hispanic: Of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race.

(2) *Minority business enterprise* or *Minority-owned business* means a small business organized for profit performing a commercially useful function which is owned and controlled by one or more minority individuals or minority business enterprises.

(3) *Owned and controlled* means a business in which one or more minorities or minority business enterprises own at least 51 per cent or in the case of a corporation at least 51 per cent of the voting stock and control at least 51 per cent of the management and daily business operations of the business. (Ord. No. 12998 1, 3-3-04).

**We qualify as a minority business enterprise (MBE) owned and operated business as per the above definition and declaration: YES: \_\_\_\_\_ NO: \_\_\_\_\_**

- African American**      YES: \_\_\_\_\_ NO: \_\_\_\_\_
- Alaskan Native**      YES: \_\_\_\_\_ NO: \_\_\_\_\_
- American Indian**    YES: \_\_\_\_\_ NO: \_\_\_\_\_
- Asian American**      YES: \_\_\_\_\_ NO: \_\_\_\_\_
- Female**                YES: \_\_\_\_\_ NO: \_\_\_\_\_
- Hispanic**              YES: \_\_\_\_\_ NO: \_\_\_\_\_
- Two or More Races\*** YES: \_\_\_\_\_ NO: \_\_\_\_\_

**\*If yes, please explain:** \_\_\_\_\_

**The above must be completed and the following items submitted to the City of Lake Charles Purchasing Division for inclusion on the minority list:**

- **Affidavit of Conformation (see page 5 of this document)**

**Disadvantaged Business Enterprise (DBE) Eligibility Criteria**

The City of Lake Charles utilizes the Unified Certification Program (UCP) through the Louisiana Department of Transportation and Development (LA DOTD) to identify Disadvantaged Business Enterprises (DBE). This program identifies all firms eligible to participate as a DBE. It is important that you register with the UCP in order to be listed as a DBE with the City of Lake Charles. **A copy of the UCP certification must be submitted to the City of Lake Charles Purchasing Division for inclusion on the DBE list.**

Information on the certification process, including forms and the application, can be found on the LA DOTD website at <http://www8.dotd.la.gov/ucp/>. Once you get to the UCP home page, you will find a link towards the bottom of the page called, "UCP Application and Miscellaneous Forms". There you will find instructions for completing and mailing the form and the required supporting documents.

LA-DOTD DBE Directory Search <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>

(CIRCLE ONE ANSWER FOR EACH QUESTION)

Are you a citizen or legal resident of the United States?	Yes	No
Have you lived in the State of Louisiana for at least one year?	Yes	No
Is 51% of this business owned and operated by one or more business person with an adjusted net worth of less than \$750,000?	Yes	No
Is the business' net worth less than \$1.5 million?	Yes	No
Does the ownership of this business devote 20 hours or more a week to the operation and management of this company?	Yes	No
Is the business independently owned and operated?	Yes	No
Are all owners and officers of the business domiciled in Louisiana?	Yes	No
Is the principal business office located in the State of Louisiana?	Yes	No
Is the business organized for profit and has it met all legal requirements to operate in the State of Louisiana?	Yes	No
Does the business have average annual gross receipts that do not exceed \$5 million per year for construction operations or \$3 million per year for non-construction operations?	Yes	No

**The above must be completed and the following items submitted to the City of Lake Charles Purchasing Division for inclusion on the DBE list:**

- **Copy of Unified Certification Program (UCP) certification**
- **Affidavit of Conformation (see page 5 of this document)**

**Small Business Enterprise (SBE) Eligibility Criteria**

**Small Business shall be defined as stipulated by La. R.S. 38:2233.2E(1) (2), which are as follows:**

- (1) “Small Business” means a business entity organized for profit, including an individual, partnership, corporation, joint venture, association or cooperative which is domiciled in and has its principal place of business in Louisiana and which is not:
  - a. Dominant in its field of operation or
  - b. An affiliate or subsidiary of a business in its field of operation.
  
- (2) “Dominant in its field of operation” means exercising a controlling or major influence in a business activity in which a number of businesses are engaged. In determining if a business is dominant, the following criteria, among others, shall be considered: Number of employees; volume of business; financial resources; competitive status or position; ownership or control of materials, processes, patents, license agreements and facilities; sales territory; and nature of business activity. The following businesses shall be deemed dominant in their field of operation:
  - a. Manufacturing businesses which employ more than 100 persons and have in the preceding three fiscal years exceeded a total of \$15,000,000.00 in gross receipts.
  - b. Nonmanufacturing businesses which employ more than 25 persons and have in the preceding three fiscal years exceeded a total of \$3,000,000.00 in gross receipts.
  
- (3) “Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in that field of operation, or by partners, officers, directors, majority shareholders, or their equivalent of a business dominant in that field of operation.

**We qualify as a small business enterprise (SBE) owned and operated business as per the above definition and declaration: YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**Our business structure (sole proprietor, partnership, limited liability company, corporation, etc.) is: \_\_\_\_\_**

**The above must be completed and the following items submitted to the City of Lake Charles Purchasing Division for inclusion on the minority list:**

- **Affidavit of Conformation (see page 5 of this document)**
- **Copies of last three (3) income tax returns**
- **Copy of partnership agreement, articles of organization, or articles of incorporation**
- **Copy of occupational license, as well as any other professional license(s)**

# AFFIDAVIT OF CONFORMATION

## Minority, Disadvantaged and/or Small Business Enterprise

State of \_\_\_\_\_, Parish/County of \_\_\_\_\_

I, \_\_\_\_\_, the Owner of the Company named  
(Owner Name)

\_\_\_\_\_, located at \_\_\_\_\_,  
(Company Name) (Business Address)

\_\_\_\_\_, City of the State of \_\_\_\_\_, Zip Code  
(City) (State)

\_\_\_\_\_, certify that \_\_\_\_\_, qualifies as a  
(Zip Code) (Company Name)

\_\_\_\_\_, and  
(Minority, Disadvantaged, and/or Small Business Enterprise)

submit this affidavit to the City of Lake Charles located at 326 Pujoe Street, Lake Charles, LA 70601/P.O. Box 900, Lake Charles, LA 70602. I do hereby certify that the information provided herein is true, complete and accurate to the best of my knowledge and belief.

WITNESSES:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

AFFIANT:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

SWORN TO AND SUBSCRIBED

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

Printed Name: \_\_\_\_\_

Notary/Bar Roll No.: \_\_\_\_\_

*Minority, Disadvantaged and/or Small Business Enterprise Declaration Form continued*