

Commonly Asked Questions

1. Why should I participate in the Detroit Business Certification Program (DBCP)?

It is the policy of the administration to encourage and increase the utilization of local business doing business in the City and to offer benefits that:

- Receive equalization credits and competitive advantage for procurement and contracting opportunities with the City of Detroit.
- Access to opportunities that may require one or more of the certifications offered through the DBCP. Promotes your business through increased visibility of company's brand, business type(s) and contact information, which is made available via the Detroit Certified Business Register on the Department of Civil Rights, Inclusion & Opportunity's webpage, <http://www.detroitmi.gov/Government/Departments-and-Agencies/Civil-Rights-Inclusion-Opportunity>.

2. When can I submit my application?

- Detroit Start-Up (DSU) may register their businesses immediately upon opening. You may register as a Start-Up for the first two years you are in business or during the first two years that you have relocated your business to the City of Detroit.
- Detroit Based Business (DBB), Detroit Headquartered Business (DHB) and Detroit Small Business (DSB) applicants must operate from a Detroit based location.
- Minority-Owned Business Enterprise (MBE) and/or Woman-Owned Business Enterprise (WBE) may reside anywhere in the United States and may have been in operation less than one (1) year.

3. My company has been in existence for less than 12 months? Why can't I get certified?

Your company will be allowed to be certified as a Detroit Start-Up (DSU) if your business has been open less than 12 months.

4. How long after application submittal is a determination made?

The certification process may take up to 3-5 business days, the average time is within 2 weeks.

Please Note: missing information (i.e. signatures, dates, required documents, tax clearances, etc.) in the application and/or supporting documentation will delay processing time.

5. What do I receive once my business is certified?

You will receive an official letter and certificate.

Any business certified is automatically listed on the City of Detroit's Certified Business register. The Certified Business Register is available on the Department of CRIO's webpage at <http://www.detroitmi.gov/Government/Departments-and-Agencies/Civil-Rights-Inclusion-Opportunity>.

6. Is there a cost associated with the Detroit Business Certification Program (DBCP)?

Yes, there is an annual non-refundable program fee. The fee is based on previous year gross receipts:

- \$250 – Detroit Start Up - started within the last 2 years, pay \$250 for 2 consecutive years of certification, if gross receipts from previous year are < \$250,000.
- \$ 500 -less than \$1 million
- \$1,500 - \$1 million and less than \$5 million
- \$2,500 - \$5million and greater – Non Small Business

The DBCP annual program fee is non-refundable. A cashier's check or money order must be made payable to City of Detroit, Memo note -CRIO – DBCP.