

**City of Jacksonville (COJ),
Jacksonville Small Emerging
Business (JSEB) Non-Profit Program
Instructions and Application
Ordinance 2025-148-E**



IMPORTANT INFORMATION

This application is required for certification with the City of Jacksonville utilizing the above numbered Ordinance enacted in April 2025.

This application is to be completed by: (i) businesses applying for initial JSEB certification; (ii) businesses that have had changes in the ownership, control or independence of the business since last certified by the City of Jacksonville.

Please Be Advised that under Florida's Public Record's Laws any information sent to the City of Jacksonville is considered a public record and is subject to disclosure under these laws, except for statutorily express exemptions. Any information deemed confidential and exempt from this law will be redacted.

INSTRUCTIONS FOR COMPLETING

1. Prior to submission of the application, the business must register with the City's online procurement system. Go to [Jacksonville.gov - Supplier Portal](https://www.jacksonville.gov/SupplierPortal) 1-Cloud Supplier Portal and follow the registration procedures completely.
2. Submit the original application in ink or typewritten.
3. Answer every question completely. Additional responses may be attached. Indicate questions which do not apply to the applicant's business with "N/A."
4. Provide all documents requested simultaneously with the submission of the application.
5. The owner must sign the application and have it notarized. The Notary Public cannot be a relative of the owner or an owner, officer, or director of the business.
6. Failure to complete the application as instructed will delay processing and may result in denial of JSEB certification.
7. Certified JSEBs must provide written notification to the Jacksonville Small and Emerging Business Office (JSEB) of any changes, such as changes in business name, address, ownership, control, residency, licensure, or conflicts of interest, within 10 business days after the change.
8. Per enacting legislation, all certified JSEBs must meet educational requirements to remain in the program.

Completion of the application determines the business agrees to abide by the requirements of Chapter 126, Part 6, Jacksonville Ordinance Code, and that, upon application approval and receipt of a certification letter indicating the period of certification regarding the same, it is the business' responsibility, with or without notification, to submit an affidavit for re-certification within 60 calendar days before the date on which the period of certification ends or expires.

City of Jacksonville (FL)

Jacksonville Small Emerging Business (JSEB) Non-Profit CERTIFICATION

- EVERY space on the application must be completely filled out (or use N/A); then must be notarized on the specified pages.
- Forms for Primary owner; signed and then the document(s) must be notarized.
- The Self- Classify Information form is OPTIONAL & is for INTERNAL USE ONLY. This information is for internal data collection purposes only.

Copies of the following documents are required when submitting your application:

CHECKLIST

√/ or NA	SUPPORTING DOCUMENTS NEEDED
	1. IRS form W-9 completed (use firm Tax ID number ONLY) and signed
	2. Driver's License (preferred) or state issued photo ID for Executive Director and/or CEO
	3. Proof of citizenship for Executive Director and/or CEO: Birth Certificate, Voter's Registration Card, Permanent Resident Alien Status, Passport, or Naturalization Papers
	4. Proof of residency for Non-Homeowners: 4.1 Rental agreement 4.2 Declaration of Domicile obtained at the court House.
	5. Last three years of complete Business Federal Tax Returns (Form 990)
	6. Proof of 501(c)(3) Status
	7. Current Tax-Exempt Certification
	8. Current Professional and Special License(s) REQUIRED as needed for services
	9. Capabilities Statement
	10. Business Bank Verification: A letter from the financial institution authenticating business account.
	11. Current Florida Department of Revenue Forms DR-11 and DR-13 (for Suppliers)
	12. Current Resume of Executive Director and/or CEO
	13. Three executed contracts, purchase orders or relevant invoices
	14. Building / office lease / rental agreement for business site (if applicable) Receipt for lease / rental payment for business site (latest month only)
	15. List of equipment, assets, inventory with the approximate value, if applicable.
	16. Charitable Solicitation Permit or a state letter of exemption
	17. Written approval of governing board to participate as a member of the JSEB program. This must be renewed annually
	18. Board of Directors Roaster – name, contact information, roles and compensation
	19. List other relevant documents

CITY OF JACKSONVILLE (FL)
SMALL & EMERGING BUSINESS OFFICE
OFFICE OF ECONOMIC DEVELOPMENT
Non-Profit Certification Application
117 W. Duval Street, Suite 250 Jacksonville, Florida 32202
(904) 255-8840



Complete name of business: _____

Address of business: _____

Telephone number: _____

Fax number: _____

Cell number: _____

Company website: _____

Date estimated: _____

(month)

(day)

(year)

Executive Director's and/or Chief Executive Officer's (CEO):

Name: _____

Address: _____

Email address: _____

1. List any previous names of the business and their Tax ID numbers:

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2. List ALL commodities provided by the business, listing PRIMARY services FIRST. NIGP Commodity and Service Codes can be found on

Jacksonville.gov - NIGP Code Search

Code	Description	Code	Description

3. List all licenses (or collectively held "licenses") required to legally perform all work and/or services listed herein.

License	Name of License Holder	Expiration

4. Number of employees: ☐ self only or ☐ self plus: full-time____; part-time _____

5. Geographical areas the business has served and is currently serving:

States: _____

Florida counties: _____

6. Identify those individuals who make and have control of the following management and policy decisions on a **DAY-TO-DAY** basis:

Responsibility	Name	Title
Policy Making		
Financial Decisions		
Personnel Decisions		
Signs Payroll		
Contractual Decisions		
Signs for Surety Bonds and Insurance		

7. To participate in the JSEB program, the annual gross receipts of the applicant business and its "affiliates" must be established by Jacksonville Ordinance. The following questions as well as the criteria found in CFR Part 121, will be used to determine if your business has any affiliates:

- a. Is the applicant business dependent upon another business for contracts, financial, or other business assistance; or is any other business dependent upon the applicant business for the same reason(s)? ☐ Yes ☐ No
- b. Does the Executive Director and/or CEO or a having control of the applicant business have a family member who has a controlling interest in another business and the two businesses share employees, facilities, officers, directors, owners or engage in inter-business transactions? ☐ Yes ☐ No

If any item in question 7 is answered YES, an affiliate relationship exists. List the parties/companies involved and explain the relationships between the applicant and affiliate businesses.

8. Specify the applicant business' bonding company and limits (if applicable):

\$ _____

9. Company checking/account institution.

10. Is your business a supplier or distributor? ☐ YES ☐ NO
Does your business stock the items sold? ☐ YES ☐ NO
Do you have a warehouse? ☐ YES ☐ NO

Is your business? ☐ Wholesale
☐ Retail
☐ Other

Average dollar value of inventory \$ _____

Supplier/Distributor see JSEB Certification item 11 on checklist

11. Are there any written, oral or tacit agreements concerning the ownership, control or financial operations of the applicant business? ☐ Yes ☐ No

If yes, explain and attach copies of all such agreements.

AFFIDAVIT AND AUTHORIZATION

The undersigned swears that the initial and any supplemental information, statements and documents provided are: (i) provided in an effort to induce the grant of JSEB certification with the City of Jacksonville; and (ii) true and correct and include all material information necessary to identify and explain the operations of the undersigned's business, as well as the ownership thereof. Subsequent to receiving certification as a JSEB, the undersigned agrees to abide by all applicable federal, state and local laws, statutes, ordinances, rules and regulations, to abide by the requirements contained herein and to provide to the City of Jacksonville current, complete and accurate information regarding actual work performed on any City of Jacksonville project, the payment therefore and any proposed changes, if any, and to permit the audit and examination of books, records and files of the undersigned business upon the City of Jacksonville's reasonable notice and/or request for the same.

The undersigned hereby authorize(s) and request(s) any person, business or corporation to furnish any pertinent information requested by the City of Jacksonville deemed necessary to verify the statement made in this application or regarding the ability, standing and general reputation of the applicant.

I understand according to § 337.135, F.S., as may be amended from time to time, it is unlawful for any individual to fraudulently represent an entity as a small or socially and economically disadvantaged business enterprise for the purposes of qualifying for certification designed to assist small or socially and economically disadvantaged business enterprises in the receipt of contracts for the provision of goods and services. Any person who violated this section is guilty of a felony of the second degree, punishable in §§ 775.082, 775.083, or 775.084, F.S., as may be amended from time to time.

Furthermore, I understand that I may not:

- (a) Fraudulently obtain, retain, attempt to obtain or aid another in fraudulently obtaining or retaining or attempting to obtain small or socially disadvantaged business enterprise certification.
- (b) Violate the requirements of the City of Jacksonville Ordinance Code, particularly Chapter 126, or willfully make a false statement, whether by affidavit, report, or other representation for any purpose, particularly for the purpose of securing a contract for the provision of goods and services, or of influencing the certification or denial of certification of any entity as a small or socially disadvantaged business enterprise; or
- (c) Willfully obstruct, impede, or attempt to obstruct or impede the investigation of the qualifications of a business entity that has requested certification as a small or socially disadvantaged business enterprise.

Any material misrepresentation will be grounds for immediate de-certification, debarment, and initiation of action under Federal, state or local laws concerning false statements.

Corporate Seal:

Print Applicant's Name

Applicants Signature

County of _____

Sworn to and subscribed before me this _____ day of ____, 20____ by

(Name of affiant). He / She is personally known to me
or has produced _____ (type of identification) as identification.

(Notary's printed name)

Commission expires.

(Notary's Signature)

Information provided to the COJ for JSEB Program