

## **Summary of JSEB Certification Requirements**

*(see § 126.609, Jacksonville Ordinance Code, for a more detailed outline of certification requirements)*

On August 10, 2004, the Jacksonville City Council enacted 2004-602-E, which, in part, establishes the new Jacksonville Small and Emerging Businesses (“JSEB”) Program. In order for a business to receive certification for participation in the JSEB Program, an application must be completed and filed with the city’s Equal Business Opportunity and Contract Compliance Division, evidencing that the qualifying owner(s) and business meet the following requirements:

- 1) Must be a citizen or lawfully admitted permanent resident of the United States with either Duval County residency for one or more years prior to the application or have an established Jacksonville business for three or more years prior to the application, plus residency in Duval, St. Johns, Nassau, Baker, or Clay County for one or more years prior to the application;
- 2) Personal net worth less than \$605,000, excluding personal residence, including but not limited to business value and assets (measured as book value);
- 3) 3-year Average Gross Receipts less than \$6,000,000
- 4) Program Participation of 15 years or less;
- 5) Must own and control more than 51% of the business in question, the contributions for which ownership must be real and substantial and provided by the qualifying owner(s), who must also own any license required by local, state, or federal law and have expertise normally required by the industry for the field for which certification is sought. The business must perform a commercially useful function typical of the field for which certification is sought, and must not operate as a front, a broker, or a pass-through.
- 6) Be a for-profit small business, which includes sole proprietorships, partnerships, corporations, limited liability companies and any other business or professional entities.

To be tracked as a Minority Business Enterprise or MBE under the JSEB Program, an applicant must provide evidence that the qualifying owner(s) and business meet the above requirements AND that at least one of the following categories applies to the qualifying owner(s): (i) Black / African-American; (ii) Hispanic-American; (iii) Native-American; (iv) Asian-American; or (v) woman.

For more information regarding the JSEB Program, please contact the Equal Business Opportunity and Contract Compliance Division, 214 North Hogan Street, 8<sup>th</sup> Floor, City of Jacksonville, Florida, at (904) 255-8840. Any conflicts between the above and City Ordinance Chapter 126, Part 6 will be resolved in favor of the ordinance.