

# EBO PLAN APPLICATION CHECKLIST

To ensure that your Equal Business Opportunity (EBO) Plan Application is complete, please check each of the items below:

## Waiver Requests

- If you cannot meet the EBO Participation Goals, you have checked that you are requesting a waiver.
- Your Waiver Statement is on your business letterhead and includes a clear and valid explanation of why the waiver is requested.
- If you have attempted to contact, but have not reached minority contractors for your proposed project, you have identified the "good faith efforts" outlined in the EBO Plan Application.

## Proposed Minority Contractors

- If you are a minority primary contractor, your business is not also listed as one of the subcontractors for the project.
- The minority contractor(s) that you list is/are currently certified with the City of Jackson and in accordance with the executive order. (Contact the Business Development Division at (601)960-1055 to check the status of your proposed minority contractors.)
- Under each proposed MBE/FBE firm, only one minority business type is checked (for example, you have chosen FBE or AABE, but not both).

## MBE/FBE Project Participation

- Your listed MBE/FBE will perform a commercially useful function (a distinct element of work that will be performed, managed and supervised).
- You have provided detail for both the type and scope of work the minority contractor will perform.
- Your MBE/FBE dollar value of the work to be performed is accurate.
- Your total percentages for MBE/FBE participation are included and accurate.

For more information contact:  
The EBO Division, City of Jackson  
601-960-1638