



Tribal Employment Rights Commission

Poarch Band of Creek Indians
5811 Jack Springs Rd, Building 200, 1st Floor
Atmore, Alabama 36502
Phone: (251) 368-0606 • Fax: (251) 368-4502

TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) TRIBAL BUSINESS INITIAL/RECERTIFICATION APPLICATION/ANNUAL REPORT

NOTE: ONLY FULLY COMPLETED ORIGINAL APPLICATIONS INCLUDING ALL ADDITIONAL INFORMATION REQUESTED WILL BE CONSIDERED.

Check the box you are applying for (you may only select one):

1. Tribal Business (Poarch Band of Creek Indians)
- A. Ownership- A Tribal Entity must own 100% of the business.
 - B. Control- Tribal Employees must exercise 100% management and supervisory control of the day-to-day operations of the business.
- I agree to correspondence through email as the primary communication method with the TERO Office.

Official Business Name as it appears on legal documentation:

Mailing Address: _____

Physical Address: _____

Directions to business location (attach map):

Phone: _____ Fax: _____

Cell Phone: _____ Website: _____

Email Address: _____

FEIN # (or Social Security Number): _____

Name of Owner(s) who is/are American Indian of a federally recognized tribe:

Tribe: _____

Roll Number: _____

Tribe: _____

Roll Number: _____

Tribe: _____

Roll Number: _____

What date and year was the establishment of this business? _____

Duration of American Indian(s) owners' ownership interest: _____

Existence of Applicant(s) under different ownership, as different type of business, and/or under a different name:

Type of Business: Corporation Partnership Sole Proprietorship Limited Liability Company
 Non-Profit Other: _____

Primary Business Activities? _____

Number of Year(s) the American Indian(s) has/have been the owner: _____

Ownership Interest (percentages): _____

List all licensed business categories applicant is requesting certification. If the registration category applicant is requesting does not require a license, please explain why:

Number of First Generation Descendant Employees: _____

Number of Spouse of Tribal Member Employees: _____

Number of Indian (Enrolled Member of other federally-recognized tribe) Employees: _____

Number of Non-Indian Employees: _____

Number of Tribal Labor Surplus Pool applicants employed last year: _____

Identification of board of directors and officers if the Applicant(s) is a corporation or limited liability company:

Identify any ownership interest or supervisory/management functions that of any of the owners, directors, officers, or management personnel perform for any other business:

ALL Applicant(s)

Please provide the following required documentation:

1. Certificate of Indian Blood and/or Tribal Identification Card for Each Tribal/Indian(s) Owner(s).
2. Copy of Photo Identification (driver's license or state Identification card) for Each Tribal/Indian(s) Owner(s) and Non-Indian(s) Owner(s).
3. Resume of Indian Owner(s) and/or Non-Indian(s) Owner(s).
4. Completed W-9 Form signed by the Owner(s).

Tribal Businesses (Poarch Band of Creek Indians)

Please provide the following required documentation:

1. Identification of changes to board of directors and officers, if there are changes affecting ownership/management control.
2. The Tribal charter, ordinance, or resolution establishing the Applicant as a business of the Poarch Band of Creek Indians, if there are changes affecting ownership/management control.
3. Updated resume of all key employees demonstrating experience and/or education to manage a business engaged in the requested registration categories.
4. Copies of personal certifications from state, college, technical school or local agencies for any owners and Key employees demonstrating experience and/or education to manage a business engaged in the requested registration categories. If requesting a new category, you will be required to prove fitness.
5. Copies of all necessary licenses and certifications held by any employee of the Applicant that may be required in order to legally perform activities in the requested registration categories. This may include, but is not limited to, a business license, a sales tax number, state licenses, and bonding letters.
6. Any other documentation required by the TERO Office to complete the certification process.
7. If seeking a new category, need one (1) recommendation letter relative to the skills/qualifications in the new category.

ALL Applicant(s)

Please provide the following required documentation:

1. Identification of the categories in which the applicant has a valid business license.
2. Identification of all employees who have a license or certification which is required in order for the Applicant to legally perform activities within the requested registration categories.
3. A list of a continuing education completed by any key employees within the past year which are applicable to the requested registration categories.
4. For each requested registration category, a list of contracts and/or subcontracts performed within the past year with contract price.

REGISTRATION

Note: The Applicant(s) Business will only be solicited for the product(s) and/or service(s) that has established its Fitness in particular categories of business area(s).

MASTER LIST OF CATEGORIES OF BUSINESS AREA(S) FOR PRODUCT(S) AND/ OR SERVICE(S) FOR REGISTRATION CONSIDERATION.

The Applicant(s) Business may be registered in any of the following categories:

All Applicant(s): Identify the categories in which the applicant(s) is licensed by circling, underlining, and/or highlighting.

Commercial Construction Categories of Business Areas for Goods and/or Services – Registration Categories 33.3.4. through 33.3.14 apply to construction over \$50,000. Registration Categories 33.3.5 through 33.3.14 apply only to construction under \$50,000.

In conformity with Alabama's classification and Licensure of Construction Contractors, all construction contractors providing construction services in Alabama shall be classified by the TERO Office in accordance with the following major classifications:

- 4.01 **Building Construction**: This shall include the construction of building structures including modifications thereof or additions thereto, intended for use for shelter, protection, comfort or convenience. Building construction shall include the excavation and foundations for buildings and work incidental thereto.
- 4.02 **Building Construction under Four Stories (BCU4)**: This shall include the construction of building structures, including modifications thereof, that do not exceed three stories in height, and any roof structure or component of such structure does not exceed fifty feet in height, which are intended for use for shelter, protection, comfort or convenience. BCU4 shall include the excavation and foundations for buildings and work incidental thereto for buildings less than three stories in height. BCU4 shall include interior nonstructural alterations and repairs to existing buildings exceeding three stories in height. In addition to the above, BCU4 shall include the construction of building structures, including modifications thereof exceeding three stories in height on projects but only under the direction and supervision of a General contractor or Construction Manager licensed under Building Construction.
- 4.03 **Highways and Streets**: This shall include the construction of roads, streets, guardrails, fences, parkways, parking areas, bridges, grading, drainage and all other types' incidental thereto.
- 4.04 **Municipal and Utility**: This shall include clearing, grubbing, paving, curbs, gutters, walks, alleys, driveways, sewer projects, water projects, gas projects, electric projects, telephone projects and work incidental thereto.

- 4.05 **Heavy and Railroad Construction:** This shall include the construction of railroads, bridges, foundations, pile driving, cofferdams, tunnels, drainage projects, irrigation projects, hydro-electric development, transmission lines, pipe lines, marine construction, runways and any other work incidental to the above types.
- 4.06 **Specialty Construction:** This is defined as any work in connection with construction, erection, alteration, modifications or additions requiring special skills and/or trades or crafts for any particular part of the work, and work incidental thereto.

Building Construction Specialty Construction (BC-S)

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major Classification of Building Construction, a business may be licensed under any of the following Specialties.

- 5.01 **Site work:** Earthwork, Fencing, Other
- 5.02 **Concrete:** Foundations, Structural Concrete Erection, Reinforcing Steel, Precast and Restressed Concrete Installation, Other
- 5.03 **Masonry:** Restoration, Other
- 5.04 **Metal:** Structural and Miscellaneous Steel Erection, Ornamental and Miscellaneous Metal, Metal Studs, Other
- 5.05 **Carpentry:** Framing, Millwork and Finish Carpentry, Other
- 5.06 **Moisture Protection:** Roofing and Sheet Metal, Sheet Metal and Metal Siding, Metal building erection, Insulation, Exterior Insulation and Finish Systems, Sprayed on Fire Proofing, Joint Sealers, Other
- 5.07 **Doors, Windows and Glass:** Glass Windows and Doors, Specialty Door and Hardware, Glazed Curtain Wall, Other
- 5.08 **Finishers:** Painting and Wall Coverings, Special Coatings and Waterproofing, Sandblasting, Terrazzo, Hard Tile and Stone, Carpet and Resilient Tile Lath and Plaster, Drywall and Metal Studs, Acoustical Treatments and Insulation, Other
- 5.09 **Specialty:** Building Accessories, Other
- 5.010 **Equipment:** Kitchen Equipment, Theater and Stage, Millwright, Other
- 5.011 **Furnishings:** Furniture Installation, Millwork and Casework, Window Treatments, Auditorium and Theater Seating, Bleachers, Other
- 5.012 **Special Construction:** Pre-engineered Metal Buildings, Conveying, Elevators and Escalators, Handicap Lifts, Other

5.013 Other: Building, Maintenance Repair, Remodeling and Alteration

Highways and Streets Specialty Construction (HS-S)

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Highways and Streets, a business may be licensed under any of the following Specialties.

- 6.01 **Guardrails**
- 6.02 **Fencing**
- 6.03 **Bridges**
- 6.04 **Earthwork**
- 6.05 **Drainage and Culvert**
- 6.06 **Hot and Cold Asphalt Plant Mix Paving**
- 6.07 **Asphalt Surface Treatment**
- 6.08 **Concrete Pavement**
- 6.09 **Base and Soil Stabilization**
- 6.010 **Erosion Control/Mowing**
- 6.011 **Grassing**
- 6.012 **Grinding, Grooving or Milling**
- 6.013 **Traffic Control and Safety**
- 6.014 **Painting, Sandblasting, and Bridge Repair**
- 6.015 **Steel (all classes)**
- 6.016 **Other**

Municipal and Utility Specialty Construction (MU-S)

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Municipal and Utility, a business may be licensed under any of the following Specialties.

- 7.01 **Sewer Projects**
- 7.02 **Water Projects**
- 7.03 **Gas and Oil Projects**
- 7.04 **Power Projects and Plants**
- 7.05 **Telecommunication Projects**
- 7.06 **Clearing and Grubbing**
- 7.07 **Site Work Grading**
- 7.08 **Drainage and Culvert**
- 7.09 **Paving and Asphalt**
- 7.010 **Concrete**
- 7.011 **Pipelines**
- 7.012 **Gunite**
- 7.013 **Facilities**
- 7.014 **Other**

Heavy Railroad Specialty Construction (H/RR-S)

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Heavy/Railroad, a business may be licensed under any of the following Specialties.

- 8.01 **Foundations, Piling, and Cofferdams**
- 8.02 **Retaining Walls**
- 8.03 **Tunnels**
- 8.04 **Drainage, Irrigation, and Flood Control Projects and Dams**
- 8.05 **Marine Construction**
- 8.06 **Industrial Projects**
- 8.07 **Oil and Gas Field Projects**
- 8.08 **Dredging**
- 8.09 **Gunite**
- 8.010 **Slurry Walls**
- 8.011 **Membrane Liners**
- 8.012 **Runways**
- 8.013 **Other**

9.0 Swimming Pools (SP)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for the construction, repair, or renovation of Swimming Pools and work incidental thereto.

Mechanical (M)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Mechanical or may request specific sub classifications such as the following Specialties.

- 10.01 **Heating, Ventilating and Air Conditioning**
- 10.02 **Plumbing**
- 10.03 **Refrigeration**
- 10.04 **Fire Protection Systems**
- 10.05 **Pollution Control**
- 10.06 **Industrial Pipe Work and Insulation**
- 10.07 **Boiler and Refractory Construction Maintenance and Repair**
- 10.08 **Other**

Electrical (E)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Electrical or may request specific sub classifications such as:

- 11.01 **High Voltage (120 and up)**
- 11.02 **Low Voltage**
- 11.03 **Substations**

11.04 Other

12.0 Demolition (D)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Demolition.

Environmental (EV)

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be Licensed for Environmental or may request specific sub classifications such as:

13.01 Environmental Remediation

13.02 Abatement

13.03 Reclamation

13.04 POL Dispensing System

13.05 Landfills

Other Specialties (SC)

A business may be licensed for "Other Specialties" such as:

14.01 Golf Course

14.02 Tennis Courts

14.03 Running Tracks

14.04 Landscaping

14.05 Fencing

14.06 Sprinkler Systems

14.07 Outdoor Advertising Signs

14.08 Cell Towers

14.09 House Moving

14.010 Others

Residential Construction Categories of Business Areas for Goods and/or Services – Registration Categories 33.3.15.01 applies to construction over \$10,000. Registration Categories 33.3.15.02 applies to construction under \$10,000.

In conformity with the State of Alabama Homebuilder Licensure Board, all contractors providing residential construction in Alabama shall be classified by the TERO Office in accordance with the following classifications:

01. Over \$10,000

(a) Unlimited Home Builders License - All residential construction related to a single family dwelling which may include, but not be limited to, building a new home or remodeling an existing home.

(b) Limited Structural Home Builders License – Single trade/structural residential construction to a single-family dwelling, which may include, but not be limited to, foundation, framing.

(c) Limited Non-Structural Home Builders License - Single trade/non-structural residential construction to a single-family dwelling, which may include, but not be limited to, siding, sheetrock, roofing.

02. Under \$10,000

All residential construction to a single-family dwelling under \$10,000 with the proper City or County license.

Categories of Business Areas for Vendor Goods and/or Services

A Business Applicant may be registered in any of the following broad categories and also provide a certificate of certification specifically listing the primary business activities to be performed. If something requires a license under construction, then it must fall under commercial or residential construction services.

16.01 Agriculture, Forestry, Fishing and Hunting: This may include, but not be limited to, crop production; beef cattle ranching and farming, including feedlots; all other animal production; forestry and logging; support activities for forestry; and farm management services.

16.02 Architectural and Structural Metals Manufacturing: This may include, but not be limited to, ornamental and architectural metal work products manufacturing; ornamental and architectural metal work manufacturing; sheet metal manufacturing; plate work manufacturing; fabricated structural metal manufacturing; prefabricated metal building and component manufacturing; and metal window and door manufacturing.

16.03 Machine Shops and Metal Hardware, Tools, and Machine Manufacturing: This may include, but not be limited to, machine shops; precision turned product manufacturing; hardware manufacturing; screw, nut, and bolt manufacturing; metalworking machinery manufacturing; machine tool (metal cutting types) manufacturing; machine tool (metal forming types) manufacturing; special die and tool, die set, jig, and fixture manufacturing;

cutlery and hand tool manufacturing; hand and edge tool manufacturing; saw blade and hand saw manufacturing; and powder metallurgy part manufacturing.

- 16.04 **Other Fabricated Metal Product Manufacturing:** This may include, but not be limited to, industrial mold manufacturing; forging and stamping, iron and steel forging; metal stamping; metal can, box, and other metal container manufacturing; and any other metal manufacturing.
- 16.05 **Gaming Equipment Manufacturing:** This may include, but not be limited to, Class II or Class III gaming equipment manufacturing; gaming device manufacturing; gaming device component manufacturing; and equipment ancillary to gaming devices manufacturing.
- 16.06 **Other Manufacturing:** This may include, but not be limited to, any other manufacturing not included in this Section.
- 16.07 **Printing:** This may include, but not be limited to, commercial lithographic printing; commercial gravure printing; commercial flexographic printing; commercial screen printing; quick printing; digital printing; manifold business forms printing; other commercial printing; and support activities for printing.
- 16.08 **Automobile Dealers and Automotive Parts and Accessories Retailers**
- 16.09 **Furniture and Home Furnishing Retailers:** This may include, but not be limited to, furniture stores, floor covering stores, and window treatment stores.
- 16.010 **Food and Beverage Retailers:** This may include, but not be limited to, grocery stores; supermarkets; convenience stores; specialty food stores; meat markets; fish and seafood markets; fruit and vegetable markets; beer, wine, and liquor stores; tobacco stores.
- 16.011 **Health and Personal Care Retailers:** This may include, but not be limited to, pharmacies; drug stores; optical goods stores; cosmetic and beauty supply stores; health food supplement stores.
- 16.012 **Gasoline Stations and Fuel Dealers:** This may include, but not be limited to, gasoline stations with or without convenience stores; heating oil dealers, and liquefied petroleum gas (bottled gas) dealers.
- 16.013 **Office Supplies and Stationary Retailers:** This may include, but not be limited to, any writing materials, such as paper, envelopes, pens, ink, rulers.
- 16.014 **Clothing Retailers:** This may include, but not be limited to, suppliers of clothing goods and/or services to consumers.
- 16.015 **Casino and Gambling Retailers:** This may include, but not be limited to, suppliers of equipment ancillary to Class II or Class III gaming devices; suppliers of implements of Class II

or Class III gaming activities such as playing cards and dice; and other goods, services or concessions which are only used in connection with Class II or Class III gaming activities.

- 16.016 **ATM and Vending Machine Operators**: This may include, but not be limited to, coin or card-operated machines that dispense currency or sell tangible personal property.
- 16.017 **Transportation and Warehousing**: This may include, but not be limited to, local and long-distance general freight trucking; local and long-distance specialized freight trucking; and motor vehicle towing.
- 16.018 **Information**: This may include, but not be limited to, periodical publishers; directory and mailing list publishers (includes compiling mailing lists in conjunction with providing direct mail advertising services); sound recording industries; record production; sound recording studios; and telephone-based recorded information services.
- 16.019 **Finance and Insurance**: This may include, but not be limited to, portfolio management; investment advice; insurance and employee benefit funds; health and welfare funds; consumer lending; investment banking and securities dealing; securities brokerage; other financial investment activities; insurance agencies and brokerages; claims adjusting; third party administration of insurance and pension funds; cash management services; and money counting machines.
- 16.020 **Real Estate and Rental and Leasing**: This may include, but not be limited to, real estate agents and brokers; real estate property managers; lessors of residential buildings and dwellings; lessors of nonresidential buildings; lessors of mini-warehouses and self-storage units; lessors of RV and mobile home lots; and real estate appraisers.
- 16.021 **Equipment Rental and Leasing**: This may include, but not be limited to, truck, utility trailer and RV rental and leasing; home health equipment rental; recreational goods rental; and commercial and industrial machinery rental and leasing.
- 16.022 **Legal Services**: This may include, but not be limited to, offices of lawyers; offices of notaries; title abstract and settlement offices; and all other legal services.
- 16.023 **Accounting, Tax Preparation, Bookkeeping, and Payroll Services**: This may include, but not be limited to, services provided to manage, prepare, record, and/or audit financial files for the day-to-day operation and management of a business.
- 16.024 **Architectural, Engineering, and Related Services**: This may include, but not be limited to, architectural services; landscape architectural services; engineering services; drafting services; and building inspection services.
- 16.025 **Geophysical Surveying and Mapping Services**: This may include, but not be limited to, surveying and mapping; geophysical surveying and mapping; and testing services.

- 16.026 **Specialized Design Services:** This may include, but not be limited to, interior design services; industrial design services; graphic design services; computer systems design; and computer facilities management services.
- 16.027 **Advertising, Public Relations, and Related Services:** This may include, but not be limited to, direct mail advertising; advertising agencies; public relations agencies; media buying agencies; display advertising; advertising material distribution services; marketing research and public opinion polling.
- 16.028 **Other Professional, Scientific, and Technical Services:** This may include, but not be limited to, any other specialized services not included in this Section.
- 16.029 **Administrative and Support Services:** This may include, but not be limited to, employment services; employment placement agencies; executive search services; temporary help services; document preparation services; telephone call centers; telephone answering services; collection agencies; repossession services; travel agencies; tour operators; investigation and security services; security system services; armored car services; locksmiths; exterminating and pest control services; janitorial services; landscaping services; and carpet and upholstery cleaning services.
- 16.030 **Waste Management and Remediation Services:** This may include, but not be limited to, waste collection; waste treatment and disposal; hazardous waste treatment and disposal; remediation services; and septic tank and related services.
- 16.031 **Educational Services:** This may include, but not be limited to, computer training; exam preparation and tutoring; sports and recreation instruction; and automobile driving instruction.
- 16.032 **Health Care and Social Assistance:** This may include, but not be limited to, offices of physicians; offices of dentists; offices of optometrists; offices of mental health practitioners; offices of other health practitioners; family planning centers; kidney dialysis centers; home health care services; ambulance services; psychiatric and substance abuse hospitals or facilities.
- 16.033 **Arts, Entertainment, and Recreation:** This may include, but not be limited to, musical groups and artists; nature parks and other similar institutions; agents for artists, athletes, entertainers, and other public figures; museums; amusement arcades; casinos; golf courses; fitness and recreational sports centers; and bowling centers.
- 16.034 **Accommodation and Food Services:** This may include, but not be limited to, hotels; motels; casino hotels; RV parks and recreational campgrounds; rooming and boarding houses; full service restaurants; limited-service eating places and restaurants; cafeterias; grill buffets; buffets; snack and nonalcoholic beverage bars; caterers; mobile food services; and alcoholic drinking places.

16.035 Automotive Repair and Maintenance: This may include, but not be limited to, general automotive repair; automotive body, paint, and interior repair and maintenance; automotive oil change and lubrication shops; automotive glass replacement shops; and car washes.

I/We, the applicant(s), understand that if our request for TERO certification is approved, we must solicit TERO certified sub-contractors and we must extend Indian preference to all TERO certified sub-contractors per TERO code 33-3-5. We also understand that if our company is solicited for bids, we must contact the TERO Office for the list of the TERO certified businesses that are capable of fulfilling the sub-contracts we are seeking. The TERO office also has the authority to audit our procedures to ensure that Indian Preference is being followed in both the hiring of qualified employees and the issuance of sub-contracts when performing Tribal/Federally funded contracts.

Signature of Indian Owner(s)

RELEASE OF INFORMATION:

I hereby authorize release of my tribal enrollment records from _____ to the TERO Office. I hereby certify that the information in this application and attached documents hereto is true and complete to the best of my knowledge and belief.

Signature of Indian Owner

Date

Title

Form Number: TERO 0802
Date Approved: 01/09 (Rev. 11/09 JLS, 09/11 JLS, 10/14 ETJ,
9/15 WCM, 10/16 SBL, 9/17 SBL, 9/18 CRH, 4/19 CRH,
4/21 JNR)

<p>FOR TERO OFFICE USE ONLY:</p> <p>Approved ____ Denied ____</p> <p>Signature: _____</p> <p>Date: _____</p>
