CITY OF BALTIMORE

STEPHANIE RAWLINGS-BLAKE, Mayor

MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE

Room 101, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202
Phone: 410-396-4355
Fax: 410-396-1457

Dear Applicant:

Enclosed is an Application for Certification as a Minority and/or Women's Business Enterprise *(MBE and/or WBE)* with the City of Baltimore. The application includes an Affidavit that must be completed, signed and notarized. Also included, is a list of documents that must be submitted with the Application. Please submit the documents that are appropriate for your business structure *(Corporation, Partnership, LLC, Sole Proprietorship)*. These documents are necessary for a thorough evaluation of your application. If you cannot provide a particular document, please explain why it is not included.

Please be sure to indicate the Services for which the business is requesting certification. Only those Services that are performed by employees of your business should be indicated. Do not include any Services that you would normally subcontract to others or for which you do not have a license to provide.

In order to be eligible for certification, the applicant must (1) be a for-profit business that is owned, operated, and controlled by minority group members or women who have at least 51% ownership for at least 12 months; (2) have been in operation for at least 12 months; (3) meet the established size standards; and (4) be located within the Baltimore City Market Area which includes the following geographic areas:

- Baltimore City
- Anne Arundel County
- Baltimore County
- Carroll County
- Harford County
- Howard County
- Queen Anne's County

Please review the application thoroughly before submitting it. Failure to provide all of the requested information will cause a delay in determining your eligibility for certification.

If you need assistance, please call the Minority and Women's Business Opportunity Office (MWBOO) at (410) 396-4355.

Printed on recycled paper with environmentally friendly soy based ink.

APPLICATION FOR CERTIFICATION

Submit to MWBOO, Dept. of Law
101 City Hall, 100 N. Holliday Street,
Baltimore, MD 21202 410-396-4355

CITY OF BALTIMORE
MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE

Business Name _____

Street Address _____

City _____ State _____ Zip code _____

County _____

Telephone _____ Fax _____

Email address _____

Contact person _____
(Name and Title)

Business has been in operation since _____

Number of permanent employees _____

Largest job you have completed _____

Average Contract Size <$25K ____ $25K - $50K ____
$100K ____ $250K ____
$500K ____ $1M ____ >$1M ____

Structure of Business

- ☐ Sole proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ LLC

Controlling Interest (check all that apply)

- ☐ Male ☐ Female
- ☐ African American
- ☐ Hispanic American
- ☐ Native American
- ☐ Asian American

If bonded, largest job for which you are bonded _____

Federal I.D. Number _____ Or S.S.N. _____

Services for which business requests certification _____

_____

_____

Has business ever been certified as MBE or WBE ? _____ Yes _____ No

Has business ever been denied certification? _____ Yes _____ No

Has business been prequalified by the City of Baltimore? _____ Yes _____ No

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Has business been prequalified by the City of Baltimore? _____ Yes _____ No

Current Owners

Name of owner	Minority?	Female?	Number of shares	Hours worked in the co. per week

Current Board of Directors

Name of Director	Minority?	Female?	Date elected	Hours worked in the co. per week

If additional space is necessary, attach a separate sheet.

Are any of the owners or directors related to one another? If yes, state names and relationship (example: husband and wife, father and son).

_____

Officers of the business:

Name	Title
_____	_____
_____	_____
_____	_____

MBE/WBE CERTIFICATION DISCLOSURE AFFIDAVIT

I hereby affirm that:

I am the duly authorized representative of _____
(name of business)
and I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.
Upon return of the documents submitted with this Application, _____
(name of business)
will keep and maintain the documents as a package, without alteration, for the duration of the certification.

I understand and acknowledge that, at any time during the certification period, The Minority and Women's Business Opportunity Office (MWBOO) may request that the complete package of documents, as originally submitted, be returned to MWBOO. Upon receipt of any such request, the complete package of documents shall be delivered to MWBOO within five (5) business days. I understand and acknowledge that failure to return the complete package of documents within the prescribed time may result in decertification.

If my business becomes certified by MWBOO, I agree to provide the City of Baltimore information regarding actual work performed on any City project, the payment I receive for performing that work, and any proposed changes to agreements to perform work on any City project. I will permit the

audit and examination of books, records, and files of _____
(name of business)
by authorized representatives of the City.

If my business becomes certified by MWBOO, I agree to immediately notify MWBOO any change of address and any change in the ownership or control of_____.
(name of business)
_____ will continue to comply with Article 5,
(name of business)
Subtitle 28 of the Baltimore City Code for as long as certification by the City of Baltimore is in effect.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT.

_____ _____
Signature Title

_____ _____
Printed Name Date

Sworn and subscribed before me this _____ day
of _____, _____ _____
Notary Public

REQUIRED DOCUMENTS

MWBOO review of application cannot be completed until all required documents have been submitted.

Document	Check if not applicable	Check if attached
Description of major equipment owned or rented by your business, including copies of any rental agreements or proof of ownership (titles, invoices, etc.)		
Proof of stock purchase by all owners		
List of sources of capital investment other than stock purchase, including silent, outside, or other investors, personal savings, loans, etc.		
If business has ever been bonded, a copy of the latest bond		
Description of last 3 jobs, dollar amount of each job, date completed, and name of prime contractor		
Description of affiliation with other businesses or with a principal of any other business		
Current financial statement consisting of a balance sheet and operating statement, covering a one year period, prepared on the letterhead of, and signed by an independent accountant		
Prior 2 years federal tax returns for business. If business is less than 2 years old, submit personal tax returns for the principals. List business federal I.D. number		
Articles of Incorporation, Partnership Agreement or Articles of Organization		
By-Laws or Operating Agreement		
Minutes of organizational meeting and meetings reflecting stock transfers, stock sales, and election of officers		
Employment Agreements		
Stock purchase agreements or stockholder agreements		
Copy of annual Certificate of Good Standing from the Maryland State Department of Assessments and Taxation. (410) 767-1340		

Document	Check if not applicable	Check if attached
Copies of all State and local licenses required for your business. If license is in the name of an individual, also submit proof of employment by the business.		
Copies of current resumes for all principals of the business		
Proof of minority and/or female status for each owner, director and officer. Proof may be in the form of a copy of driver's license, passport or birth certificate showing race/sex. If Asian or Hispanic American, proof must show country of origin If Native American, proof must be in the form of tribal roll membership registration or other official proof of tribal affiliation.		
Proof of operating office in the Baltimore City Market Area and any other lease agreement(s) for the office space, warehouse and/or storage area		
For businesses incorporated outside the State of Maryland, foreign license obtained from the Maryland State Department of Assessments and Taxation, (410) 767-1340		