

# APPLICATION FOR CERTIFICATION

## MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE (MWBOO)

### CITY OF BALTIMORE

**BERNARD C. "JACK" YOUNG, Mayor**



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 NAICS Code(s) for the services the business provides. 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; (2) have been in operation for at least 12 months; and (3) have an operating office located within the Baltimore City Market Area where business is regularly conducted. The Baltimore City Market Area 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 at (410) 396-4355.

\*Please refer to Article 5, subtitle 28 of the Baltimore City Charter and the Baltimore City Minority and Women's Business Opportunity Office Regulations for more specific details on requirements for Certification.

### SUBMIT TO

MWBOO, Dept. of Law  
Room 101, City Hall  
100 N. Holliday Street,  
Baltimore, MD 21202  
Phone: 410-396-4355  
Fax: 410-396-1457

# APPLICATION FOR CERTIFICATION

## MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE (MWBOO)

Business Name

Street Address \_\_\_\_\_ City \_\_\_\_\_

State **Maryland** Zip code \_\_\_\_\_ County \_\_\_\_\_

Telephone \_\_\_\_\_ Additional Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Contact person (Name and Title) \_\_\_\_\_

Business has been in operation since \_\_\_\_\_ Number of permanent employees \_\_\_\_\_ Largest project you have completed \_\_\_\_\_

Average Contract Size \_\_\_\_\_

Sole proprietorship  Partnership  Corporation  LLC  Other \_\_\_\_\_

Controlling Interest (check all that apply)  
Male  Female   
 African American  Hispanic  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 (Add NAICS Code and Description - <https://www.census.gov/cgi-bin/sssd/naics/naicsrch>)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has business ever been certified as MBE or WBE ?  
 Yes  No If yes, please provide details: \_\_\_\_\_

Has business ever been denied certification?  
 Yes  No If yes, please provide details: \_\_\_\_\_

Has business been pre qualified by the City of Baltimore?  
 Yes  No If yes, please provide details: \_\_\_\_\_

# APPLICATION FOR CERTIFICATION

## MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE

### CURRENT OWNERS

Name	Date Ownership was acquired	Minority	Woman		Number of shares	Hours contributed to the business/week
			YES	NO		

### CURRENT BOARD OF DIRECTORS

Name	Home address Number, Street State, Zip Code	Minority	Woman		Date elected or appointed	Hours contributed to the business/week
			YES	NO		

***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	Minority	Woman		Date elected or appointed
			YES	NO	

# APPLICATION FOR CERTIFICATION

## MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE

### MBE/WBE CERTIFICATION DISCLOSURE AFFIDAVIT

I hereby affirm that:

I, \_\_\_\_\_ am the duly authorized representative of  
Name  
\_\_\_\_\_ and as the \_\_\_\_\_  
(Name of Business) Title

I have legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

If the business is certified, the Minority and Womens Business Opportunity Office may decertify the business at any time if it determines the business no longer meets the certification criteria as required by Article 5, Subtitle 28 of the Baltimore City Code and the Baltimore City Minority and Women's Business Opportunity Regulations. \_\_\_\_\_ (Initial)

If the business becomes certified, upon request, I agree to provide the City with 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 \_\_\_\_\_  
by authorized City representatives. \_\_\_\_\_ (Initial) (Name of Business)

If the business becomes certified, I agree to immediately notify MWBOO of any change of address and any change of the ownership or control of \_\_\_\_\_, and failure to  
(Name of Business)  
do so may result in decertification of the business. \_\_\_\_\_ (Initial)

\_\_\_\_\_, it's owners, Board Members, Officers and employees will  
continue to comply with Article 5, Subtitle 28 of the Baltimore City Code for as long as certification is valid

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

Signature \_\_\_\_\_ Title \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day \_\_\_\_\_, \_\_\_\_\_

Notary Public  
\_\_\_\_\_

# APPLICATION FOR CERTIFICATION

## MINORITY AND WOMEN'S BUSINESS OPPORTUNITY OFFICE

### REQUIRED DOCUMENTS

Review of the Application Cannot Be Completed Until ALL Required Documents Have Been Submitted

#### All Applicants:

1. Completed MBE / WBE Certification disclosure affidavit
2. Description of major equipment owned or rented by your business, including copies of any rental agreements or proof of ownership (titles, invoices, etc)
3. List of sources of capital investment other than stock purchase, including silent, outside, or other investors, personal savings, loans, etc.
4. If business has ever been bonded, a copy of the latest bond
5. Description of last 3 jobs, dollar amount of each job, date completed, and name of prime contractor
6. Prior 3 years' federal tax returns for business. If business is less than 3 years old, submit personal tax returns for the principals. List business federal I.D. number. Completed & Signed.
7. 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.
8. Copies of current resumes for all principals of the business.
9. Proof of minority and/or female status of 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.
  - a. If Asian or Hispanic American, proof must show country of origin
  - b. If Native American, proof must be in the form of tribal roll membership registration or other official proof of tribal affiliation.
10. 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.
11. Year-end financial statements of the business for the past three (3) years or life of the firm if less than three years. A new business must provide a current financial statement. Non- CPA statements are acceptable
12. Your Business MUST be in Good Standing with the Maryland Department of Assessments and Taxation ([www.dat.state.md.us](http://www.dat.state.md.us)) at the time of certification.

#### Additional Documents for Corporations:

- 1. Official Articles of Incorporation (signed by the State official).
- 2. Both sides of all corporate stock certificates and your firm's stock transfer ledger.
- 3. Minutes of all Stockholders and Board of Directors meetings. (last 3 years)
- 4. Corporate By-laws and any amendments.

#### Additional Documents for a Limited Liability Company:

- 1. Copy of the firm's official Articles of Organization signed by the State official.
- 2. Copy of the original and amended Operating Agreement (Multiple member LLC only).

#### Additional Documents for a Partnership:

- 1. Copy of all Partnership agreements.

#### No Additional Documents Required for a Sole Proprietorship