



nyc m/wbe certification toolkit

NYC's Minority and Women-Owned Business Enterprises Program (M/WBE) expands opportunities for minority and women-owned businesses to contract directly with the City and grow their businesses.

Become more visible in the [NYC Online Directory of Certified Businesses](#) to potential buyers, including City agencies and private contractors looking to purchase your goods and services.

Post certification, you and your business can also take advantage of networking events, customized courses and targeted consultations. [Click here to learn more.](#)

bklvlup.org



m/wbe certification document checklist

Non-Profit Organizations are Ineligible for MWBE Certification

Business Incorporation Documents (by entity type):

- **Corporations:** Articles of Incorporation and Filing Receipt; Any Amendments (if any); Stock Certificates (front and back), & the next un-issued certificate
- **Limited Liability Companies (LLCs):** Articles of Organization & Filing Receipt; Any Amendments; LLC Operating Agreement; any membership certificates (front & back) & the next un-issued certificate
- **Limited Partnerships / Limited Liability Partnerships (LPs/LLPs):** Partnership Agreement & Filing Receipt; Any Amendments
- **Sole Proprietors:** Business Certificate filed with County Clerk if you are operating your business under a Certificate of Assumed Name or a "DBA"
- **Partnerships:** Partnership Agreement; business certificate filed with County Clerk

- **Certificate of Assumed Name:** Any business operating under a trade name or doing-business-as name "DBA" must also provide the Certificate of Assumed Name filed with the County Clerk

- **Certificate of Authority:** If you were incorporated outside of New York (a "Foreign Company") then you have to provide your filed certificate with the NYS Secretary of State

Licenses & Permits: If the industry your business is in requires license(s), bond(s), certification(s), or permit(s), be sure to include them (i.e. Food Handler's License)

Resumes for everyone who owns part of the business, including your current position & duties, past experience, training & education. Bios won't be enough.

Bank Signature Card or Letter with all Account Numbers & list of authorized signers and any signer limitations on authority

Tax Returns: Most recent year's signed city, state, and federal signed tax returns including all schedules. Take note of your business' Federal Tax ID for the application (either your EIN number or Social Security number for sole proprietors)

US Citizenship/Permanent Resident Alien Status: proof for every owner such as copy of passport, birth certificate, naturalization certificate, or green card.

Proof of Minority Group Status: options for proof of every owner's ethnicity:

- **Birth Certificate or Naturalization Papers** for yourself, or for a parent or grandparent
- **Death Certificate** for a parent or grandparent
- **Military Records**
- **Official Federal, State or Local Government Document or Court Rule** showing or recognizing that you, your parent or grandparent is a member or are of the descent of a minority group

If your minority group status is based on race, please note that some birth certificates do not include your race. If yours does not, you may also rely on an affidavit signed by an attorney if you don't have access to any of the other support documents.

Lease Agreement(s)/Proof(s) of Ownership: For every business location including home office(s), warehouse(s) and equipment storage space(s), provide the SIGNED lease or deed, which must be valid for at least six (6) months after the date your MWBE application is submitted.

Business Contracts and Invoices: provide completed and signed versions for services your business performed in New York City within the past year plus proof of payment like bank statement entry or a copy of the cashed check

Business Start Details: Show how the business was initially capitalized (cancelled checks, purchase receipts, any loan agreements or proof of business expenses).



1

Have you been in business selling products or services for at least 1 year PRIOR to applying?

2

Is your business operating as a for-profit business in either of the following entity types?

- Business/General Partnership
- Limited Partnership (LP)
- Limited Liability Company (LLC)
- Limited Liability Partnership (LLP)
- Sole Proprietor

3

is your business located in New York City or do you do a substantial part of your work in the 5 boroughs of New York City , Nassau, Putnam, Rockland, Suffolk or Westchester counties of New York; and Bergen, Hudson, and Passaic counties in New Jersey?

4

Is your business majority-owned, operated, and controlled by a U.S. citizen(s) or U.S. permanent resident(s) that are women and/or member of the designated minority group(s)?

- Black: originating from any of the Black African racial groups
- Hispanic: originating from Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent, of Indigenous or Hispanic origin, regardless of race (EXCEPTION: This program does not include European Spanish or Portuguese ethnicities)
- Asian-Pacific: originating from the Far East, Southeast Asia, or the Pacific Islands
- Asian-Indian: originating from the Indian subcontinent

5

Have you gathered all of the documents on the M/WBE Documentation Checklist?

eligibility: the ?s to ask



If the answer to all 5 questions is YES...



roadmap: the journey

Now that you have answered yes: Follow the steps below to complete your application:

If your business is already certified with one of the NYC Small Business Services' partner agencies or organizations below, you can submit a Fast Track Application (has to be confirmed with SBS directly first):

- New York City School Construction Authority [Click here for MWLBE link](#)
- Port Authority of New York and New Jersey [Click here for MWSDBE link](#)
- Women Presidents' Educational Organization [Click here for WBE Certification link](#)
- New York & New Jersey Minority Supplier Development Council, Inc. [Click here for the MBE Certification link](#)
- New York State Department of Economic Development [Click here for MWBE link](#)

NYC Mayor's Office of Contract Services (MOCS) Account Set Up: In order to contract with the City, you have to set up a Payee Information Portal (PIP) Account and submit a Substitute Form W9 IRS form:

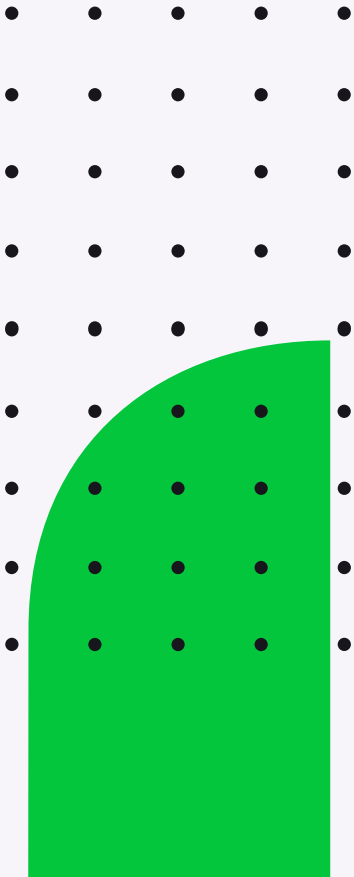
- Learn more about the NYC MOCS PIP: [Click Here](#)
- PIP Payee Portal Create an Account Page: [Click Here](#)
- Instructional Guide for Activating and Creating PIP for Your Business: [Click Here](#)
- Instructions for Filling out W-9: [Click Here](#)
- W-9/W-8 Forms: [Click Here](#) and [Click Here for the direct Substitute W9 Form](#)

Gather all of documents on the M/WBE Document Checklist in electronic form. Remember that **NYC Department of Small Business Services reserves the right to have an onsite visit.**

Now that you have your documents, go online to sbsconnect.nyc.gov, create an account and apply directly online. [Click here and select MWBE Certification](#) This is the same account you will use to track your application status.

Maximize your M/WBE certification: Once you complete your NYC M/WBE Certification application you can fill out some addendum(s) for NYC SBS to simultaneously submit your application for certification by the New York City School Construction Authority; Port Authority of New York and New Jersey; and New York State Department of Economic Development. [Click Here.](#)

Complete and sign your application, include the requirement supporting documents, add the necessary addendums, (if you choose) and sign the Certification Affidavit. **Make sure that the person who prepares and submits the application is an authorized representative of your business and the main contact person throughout the process.**



aftermath: after applying

Now that you have submitted your application: What should you expect?

A decorative graphic on the left side of the page consists of a solid green circle at the top left, followed by a grid of small black dots. The bottom right corner of the grid is filled with a solid green shape, creating a quarter-circle effect.

application status tracking:

- Keep your SBS Connect user id and password near to track your application status
- NYC SBS will let you know their decision.
- If NYC SBS denies your application, you can appeal the decision, using the instructions in the denial letter.

in case of denial:

- If NYC SBS denies your application, you can appeal the decision, using the instructions in the denial letter.

operating and renewing:

- M/WBE Certification is valid for 5 years from the date of your confirmation letter.
- Every year of those 5 years, NYC SBS will mail you an affirmation form to submit back to them confirming that there was no material change in ownership, operation or control of the business form the minority-owned business owner/partner. [Click here into your SBS Connect account to submit.](#)
- You can change your authorized representative point of contact by emailing the SBS Certification Unit at mwbe@sbs.nyc.gov, making sure to provide your business contact details. In the email, use the subject line "Change to Authorized Representative."

To learn more, email BKLVLP at info@bklvlup.org
and schedule a consultation.