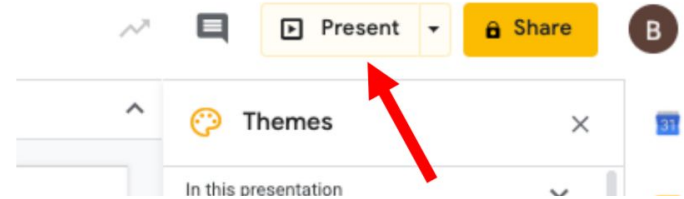




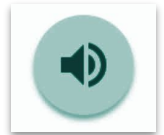
How to use this module...



When you are ready to begin, click “Present” at the top right of the page.

Use the right arrow key or click the mouse to advance the slides.

Additional information will be given through audio-clips. so click the audio icon to hear these clips.






How to Certify as a W/MBE

Women Owned and/or Minority Owned Business in Massachusetts

Module Overview

1. This module will explore the following topics:
2. What is a W/MBE?
3. Why certify?
4. How to certify:
 - a. The Certification Process.
 - b. What documents will I need?
 - c. Fees & Renewal.
5. Strategies for certification during COVID-19
6. Resources



Click here for additional audio throughout the module. 





What is a W/MBE? Is my business eligible?

Definitions:

WBE (Women Business Enterprise) Certification means that a woman (or women) has a majority ownership and control of a business entity. Meaning at least 51 % owned, controlled, operated, and managed by a woman or women.

MBE (Minority-Owned Business) Certification means a business which is at least 51 % owned by one or more minority persons, or, in the case of a corporation, at least 51 % of the stock is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.



Other types of business certifications

- Woman-owned businesses (WBE)
- Minority-owned businesses (MBE)
- Veteran-owned businesses (VBE or VOSB)
- Businesses owned by LGBT individuals (LGBTBE)
- Businesses owned by economically disadvantaged individuals (DBE)





Who grants the certification?

The Supplier Diversity Office (SDO) certifies companies as Massachusetts Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Veteran Business Enterprises (VBE), and Portuguese Business Enterprises (PBE).





Why certify in the first place?

W/MBE suppliers can offer cost saving strategies due to diversity spend requirements and taking advantage of numerous federal and state tax incentives, tax breaks and potential rebates.

Partnering with an MBE can also strengthen brand recognition, community outreach, company culture and marketing efforts.





Public vs. Private

Public Sector

1. Pre-certification workshop
2. Apply for the certification (free!)
 - a. Submit online application and supporting documentation.
 - b. Documentation is reviewed.
3. Renew/Recertify

Private Sector

1. Apply for a WBE certificate with 3rd party WBENC.
 - a. Submit online application and supporting documentation.
 - b. Documentation is reviewed.
 - c. Mandatory site visit.
2. Pay \$350 Annual Fee
3. Apply/Verify Third Party Certification with the state of Massachusetts.



How does this all work?- Woman Owned Business (WBE)



Whether certifying as an MBE or WBE there is a process and specific documentation needed for each type of certification

Women Owned Business History

Eligibility

Documentation





WBE Documentation- Private Sector

Categories of documentation:

General

Owner Eligibility

Financial Structure

Personnel & Management

Governance

General

1. Signed Sworn Affidavit
2. WBENCLink2.0 User Agreement
3. Non-Refundable Processing Fee.
4. History of Business
5. Professional and business license(s) (if applicable)
6. Resumes of all owners, board of directors, and key management team





WBE Documentation

Categories of documentation:

General

Owner Eligibility

Financial Structure

Personnel & Management

Governance

Owner Eligibility

1. Evidence of gender for female owner(s)-Copy of current U.S. Passport, U.S. Birth Certificate, or Driver's License
2. Evidence of U.S. citizenship or Permanent Legal Resident Alien status for female owner(s)-
3. Copy of current U.S. Passport, U.S. Birth Certificate, naturalization papers, or Permanent Legal Resident Alien Card (green card)





WBE Documentation

Categories of documentation:

General

Owner Eligibility

Financial Structure

Personnel & Management

Governance

Financial Structure

1. Financial statements for the business
2. Three years' Federal Income Tax returns, as filed with the IRS
3. Copies of the following documents that are currently active (listed under the Liabilities section of the the company's Balance Sheet): Debt instruments
4. Equipment rental and purchase agreements or proof of equipment purchase
5. Real estate leases
6. Copy of bank signature authorization card or corporate resolution
7. Proof of capital and/or equity investment by female owner(s)



Personnel & Management



WBE Documentation

Categories of documentation:

General

Owner Eligibility

Financial Structure

Personnel & Management

Governance

1. List of all full- and part-time employees
2. Employee payroll for the month prior to submitting the application
3. W-2s and/or 1099 forms from every officer, director, or owner receiving compensation from the company for the most recent year
4. Trust agreement(s) that involve the majority female owner(s)
5. Employee Stock Ownership Plan Agreements (ESOPs)
6. Submit copies of the following documents that are currently active:
 - a. Management/consulting agreements
7. Franchise Agreements (if applicable)
8. Union Agreement (if applicable)





WBE Documentation

Categories of documentation:

General

Owner Eligibility

Financial Structure

Personnel & Management

Governance- Sole Proprietor & Partnerships

Governance

Requirements differ by business structure.

Sole Proprietorships

1. Assumed Name Documents

Partnerships

1. Partnership Agreements
2. Limited Partnership Certificate
3. Buy-Out Rights Agreement
4. Profit Sharing Agreements





WBE Documentation

Categories of documentation:

General

Owner Eligibility

Financial Structure

Personnel & Management

Governance-Corporations

Governance

Corporations

1. Certificate of Incorporation
2. Articles/Charter of Incorporation
3. Current corporate bylaws with all amendments
4. Minutes from shareholders' first organizational meeting
5. Minutes from first meeting of board of directors
6. Minutes from shareholders' meeting establishing current ownership
7. Minutes from board of directors' meeting establishing current ownership
8. Minutes from most recent meeting of shareholders
9. Minutes from most recent meeting of board of directors





WBE Documentation

Categories of documentation:

General

Owner Eligibility

Financial Structure

Personnel & Management

Governance-Corporations

Governance

Corporations (continued)

10. Statement from the Board Secretary certifying the names, titles, and gender of all current members of the board of directors
11. Both sides of ALL stock certificates issued, including voided and/or canceled
12. Stock Transfer Ledger
13. Voting agreements and other equity interests
14. Schedule of advances made to corporation by shareholders for the preceding three years
15. If an out-of-state corporation, proof of authority to do business in state where corporation is headquartered



Governance



WBE Documentation

Categories of documentation:

General

Owner Eligibility

Financial Structure

Personnel & Management

Governance- limited Liability Company (LLC)

Limited Liability Company

1. Certificate of Organization/Existence/Formation (for businesses in states that issue certificates)
2. Articles of Organization or Articles of Formation and any amendments {mandatory}
3. LLC Regulations, Operating Agreement and/or Member Agreement {mandatory}
4. Member List with Titles and gender {mandatory}
5. Schedule of Advances made to LLC by members for the preceding three years
6. If an out-of-state LLC, proof of authority to do business in state where LLC is headquartered





Important things to know for the Private Sector & WBE...

- For documents listed as 'mandatory,' you must provide the document OR a written statement
- For documents listed as 'Required,' you must provide the document or check the Not Applicable box if it is not relevant to your business.
- Failure to provide the necessary documentation required to ascertain the company's eligibility is reason for a denial.
- Your assigned Regional Partner Organization (RPO) and/or WBENC reserves the right to request additional documentation
- Unlock password-protected documents



How does this all work?- Minority Owned Business (MBE)

Whether certifying as an MBE or WBE there is a process and specific documentation needed for each type of certification

Eligibility

Documentation



1. Completed certification application
2. Signed, dated and notarized affidavit/declaration page
3. Fictitious Business Statement – DBA (if applicable)
4. Driver's license or currently valid picture ID
5. Proof of U.S. Citizenship
6. Proof of Ethnicity for Owner(s), Partners, Shareholders that includes race
7. Indian/Native Americans Blood Degree Certificate
8. Two Years of Federal Tax Returns (Business)*1
9. Current Financial Statements
10. Notes Payable
11. Applicable Operating Business License and/or permits
12. Occupational Licenses
13. Lease Agreement if business premises are leased or rented Signature page of homeowners deed or mortgage receipt
14. Resume(s) of owner(s), partners, shareholders or key employees
15. Bank Signature Card
16. Equipment Rental and Purchase Agreements
17. Current invoice receivables with corresponding proof of payment
18. Equipment owned or available
19. Proof of Bonding Capacity
20. Proof of EIN
21. Certificate of Authority to Transact Business
22. Non-refundable application processing fee based on annual gross revenue sales



WME Documentation



FRANCHISES SUBMIT:

1. Franchise Agreement

PARTNERSHIPS SUBMIT:

1. Articles of Partnership
2. Certificate of limited partnership or certificate of formation
3. Partnership Agreements
4. Proof of Capital Investment
5. Proof of Partnership purchase

Franchises & Partnerships



WME Documentation

Corporations

CORPORATIONS SUBMIT:

1. Assumed Name Certificate
2. Certificate of Corporation
3. Article of Incorporation or Certificate of formation
4. Articles of Amendment or Certificate of Amendment
5. Corporate Bylaws or Governing documents
6. Proof of Capital Investment
7. Minutes of 1st Organizational Board Meeting
8. Minutes of the last Board meeting
9. Minutes of the last meeting where officers were elected
10. Copies of both sides of all stock certificates issued
11. Copies of both sides of the next consecutive stock certificate not issued
12. Current Stock Ledger
13. Proof of Stock purchase
14. Copy of the purchase or buy/sell agreement with the corresponding proof of payments
15. Copy of any stock options or other ownership options outstanding as well as agreements which restrict ownership or control of minority owners



WME Documentation

Limited Liability Company (LLC)

LLCs SUBMIT:

1. Assumed Name Certificate
2. Certificate of organization
3. Articles of Organization or Certificate of Formation
4. Articles of Amendment or Certificate of amendment
5. Operating Agreement
6. Proof of Capital Investment
7. Minutes of the organizational meeting or minutes of the meeting
8. Minutes of the last meeting where managers or members were identified and elected
9. Copy of both sides of all certificates of ownership issued
10. Copy of both sides of next consecutive membership unit certificate not issued
11. Copy of ownership transfer ledger or copy of membership transfer ledger
12. Proof of unit purchase
13. Copy of the purchase or buy|sell agreement with the corresponding proof of payments
14. Copy of any membership unit options or other ownership options outstanding as well as agreements which restrict ownership or control of minority owners





Important things to know for the Private Sector & MBE...

- The Certification process can take up to 90 days.
- Before you begin the online application, you will need to register on the site of the regional council where you are applying.
- When completing the application, feel free to take as long as needed.
- Your information will be saved for your next session and is completely confidential.
- The processing of your application will begin once payment is received.
- Application and documents are reviewed for completeness.
- A site visit is conducted
- The Certification Compliance Committee meets regularly to review applications for MBE Certification.
- The Certification Compliance Committee must approve the application before it can be submitted to the Board for final approval.
- The Board will review the Certification Compliance Committee's recommendation and make the final decision.
- If your application is approved, you will be notified by the Regional Affiliate.
- If the Board rejects your application, you may submit a letter of appeal.



Massachusetts Pre-Certification Course

Massachusetts business owners must attend a mandatory, two-hour pre-certification workshop before applying for certification.

- Documentation
- SPO Portal
- COMMBUYS
- Small Business Purchasing Program
- Supplier Diversity Program



Certifying in the time of COVID-19

- When calling in for support on your application, start early. SDO staff are working from home, so it could take extra time to get in touch.
- Pre-certification workshops do not run during the holiday season, so start the process before mid-November or after the New Year.
- SDO posts the dates for Pre-certification workshops in January for the entire year.



Resources



[Certificate Self Assessment](#)

[How To Guide \(Massachusetts\)](#)

[Sworn Affidavit- WBENC](#)

[SDO Massachusetts](#)

[Pre-Certification Session List](#)

[COMMBUYS](#)

[Certification Regulations](#)

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