

Our Mission

The mission of the Division of Minority and Women's Business Development is to promote equality of economic opportunities for Minority and Women Business Enterprises (MWBEs) and to eliminate barriers to their participation in state contracts. Specifically, the Division implements Article 15-A of the Executive Law, which codifies the state policy of supporting participation of minorities and women in state contracts.

The Division's Three Key Objectives:

Certification

- Review applications by businesses seeking MWBE certification or re-certification with New York State, and maintain a directory of certified MWBEs.

Utilization/Agency Services

- Encourage and assist state agencies that are engaged in contracting activities to award a fair share of state contracts to MWBEs. Monitor and track agency compliance and utilization of MWBE firms.

Business Development

- Promote the business development of MWBEs through education and outreach to agencies and MWBEs.
- Work with community based organizations and MWBE business advocacy groups.
- Develop programs designed to assist the growth and development of businesses owned, operated and controlled by MWBEs.



DIVISION OF MINORITY AND WOMEN'S BUSINESS DEVELOPMENT

Promoting equality of economic opportunities for Minority- and Women- Owned businesses with New York State.



Empire State Development

95 Perry Street
Buffalo, NY 14203

30 S. Pearl Street
Albany, NY 12245

633 Third Avenue
New York, NY 10017

1 800/STATE-NY

www.esd.ny.gov

www.nyfirst.ny.gov

Find out how
New York State
can assist your
business at
nyfirst.ny.gov

Empire State Development

Certification Program

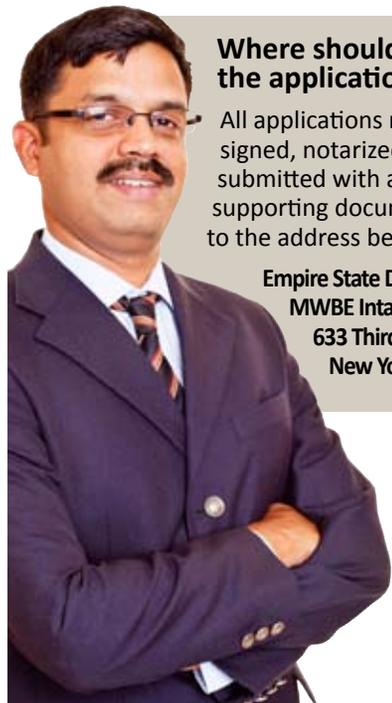
Who is eligible?

All firms seeking MBE or WBE certification must be at least 51% owned, operated and controlled by minority members and/or women.

The ownership must be real, substantial and continuing, and the minority members and/or women must exercise the authority to independently control the day-to-day business decisions.

In addition, each minority or woman upon which certification is based, must have a net worth which does not exceed \$3.5 million. This calculation should not include the ownership interest in the applicant firm, the primary residence of the owner(s), and \$500,000 of present cash value of any qualified retirement savings plan, or individual retirement account held by the individual less any penalties for early withdrawal.

The firm cannot exceed 300 employees, must be independent and authorized to do business in New York State. Generally, the business must be in operation for at least one year.



Where should I submit the application?

All applications must be signed, notarized, and submitted with all required supporting documentation to the address below:

**Empire State Development
MWBE Intake
633 Third Avenue
New York, NY 10017**

Certifying your firm as an MWBE with New York State just got easier*

Are you currently certified? If yes, check the list of qualifying certification partners online to determine if you can take advantage of the short form application. Firms with no other certifications can complete the standard application. All applications are available online. www.esd.ny.gov/MWBE.html

For Federal Disadvantaged Business Enterprise (DBE) Certified Firms*:

If your firm is currently certified as a Federal DBE and you meet the criteria for certification in Article 15-A, you can complete the DBE Fast application, along with supporting documentation.



For New York State-Based MWBE Certified Firms which are currently certified by one of our certification partners:

If your firm is a New York State-based firm, and is currently certified as a MWBE by one of our certification partners (Current list of certification partners available online), and you meet the criteria for certification in Article 15-A, you can complete the NYS MWBE Fast application, include the supporting documentation.

For Federal 8(a) Business Development Program Firms*:

If your firm is currently part of the 8(a) business development program, and your firm meet the criteria for certification in Article 15-A, you can complete the NYS MWBE Fast application, include the supporting documentation.

Certification Help Line:
212/803-2414

***Please note:** Out of State firms must have "Authority to do Business in New York State" from the New York State Department of State prior to seeking certification.

Visit www.dos.state.ny.us for more information.

MWBE ONLINE

www.esd.ny.gov/mwbe.html

- **Certification Criteria and Documents**
 - Eligibility Criteria
 - Standard Application
 - Fast Track Applications
 - Personal Net Worth Affidavit
 - Personal Net Worth Worksheet
- **Database of NYS Certified MWBE Firms**
- **Technical Assistance Resources**
- **MWBE Workshops and Seminars**
- **Business Development Programs**
- **Calendar of MWBE Events**

NYS Contract Reporter

The NYS Contract Reporter is New York State's official publication of procurement activity from state agencies and authorities. State government entities must advertise procurements valued at \$15,000 or more in the NYSCR. Many municipalities also use the NYSCR, but are not required to do so.

Business access to the NYS Contract Reporter is free for general access and use of the site. However, registration is required. Go to the site: www.nyscr.org and click on "new registration" under Public Links, complete the application, and submit. The NYSCR system will immediately send you an email to verify your email address, that email contains an activation link. Click that link to activate your account.

The NYSCR offers "E"-Alert bid notification messaging for \$79 per year. This subscription service is not required for general access to the site.