Monroe County

Minority and Women Business Enterprise (M/WBE) Certification Program

Application Guide

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For technical assistance email: mwbe@monroecounty.gov
Welcome to the Monroe County M/WBE Certification application. This application is divided into 5 sections. **All** sections must be completed prior to submission. You may return to a section at any time to complete it. You can also work on all sections; you do not have to finish a section before starting the next.

**Register your business!**

To start the application go to [https://www.monroecounty.gov/mcapp/mwbe/login](https://www.monroecounty.gov/mcapp/mwbe/login)

Under Register Account enter the following information:
1. Email Address (ensure it is accurate)
2. First Name
3. Last Name
4. Company Name
5. Choose and Verify Password

Select “Login” to return to your application.
Start the application!

1. Select “Start New Application”
2. Select “Application for company name” to enter main application. You can save your progress and return to your application at a later time using this step.

Main Application Page

All sections must be completed to submit the application.

The sections are:
Section 1: Business Profile
Section 2: Business Owners
Section 3: Roles/Titles
Section 4: Equipment & Rent Leases
Section 5: Licenses/Accreditations & Contracts/Invoices

Select the section you want to open, and complete all information. Some sections will require you to upload the appropriate proof/verification documents. Remember you can also leave a section and return at a later time to finish it.

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Section #1: Business Profile

1): Enter the **business name** listed on your formal business documents.

2) Select the **Type of Business**, options are based on how your business is legally structured. Upload business documents. **Once you’ve selected the business type a list of required documents will appear.**

3) The **North American Industry Classification System (NAICS)** is used to identify the types of products and/or services your business offers. Use the link to search for your appropriate NAICS Code/S. You may list more than one code if they are appropriate for your service offerings.

4) Enter the **physical address** of the business. Address noted must be a physical location Post Office Boxes or other facilities offer mailing address services are not allowed. For home based businesses the address of the owner must be listed.

5) List **mailing address** if different. PO Box or other type of mailing address is acceptable.
Section #1: Business Profile (Continued)

6) List your company’s **website**. (If Applicable)

7) The **date the business was started** (based on formation documents.)

8) List the company’s **revenue** for the last three (3) years. If there was no revenue for a particular year enter $0.

9) **List the products and/or services** that the company offers. Please be specific as possible.

10) The **company profile**: used to introduce your company to government buyers and prime contractors. This is your initial “Elevator Pitch”.

11) If you have applied for any other type of MWBE certification answer Yes. A Yes answer will open a sub-section to list the information regarding other certifications.

12) List the **number of employees**, both part-time or fulltime. Include the number any workers issued IRS Form - 1099 from the company or temporary staff.

13) If you select Yes under **bonding** a subsection asking for additional information will open asking for additional information.

14) If you select Yes a subsection will open asking for specific details on your **prime contracting** experience.

15) If you select Yes a subsection will open asking for specific details on your **sub-contracting** experience. **Select save and continue.**
Section 2: Owners

1) List your legal First, Middle, and Last Name.

2) Home Physical Address

3) Email Address

4) Phone Number

5) Enter your personal net worth. For this figure do not include the value of the business applying for certification or the value of your primary residence.

6) Citizenship: Select the appropriate category. Upload one of the following, or other documentation.
   a. US Birth Certificate
   b. US Passport
   c. US Naturalization Certificate
   d. Alien Registration Form

7) Gender: Select appropriate category. Women-owned business applicants must upload one of the following
   a. Birth Certificate
   b. US Passport
   c. State Driver’s License

8) Enter the percentage of the business you own.

9) Select Yes if you own any other businesses.

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Section 3: Roles/Titles

For this section enter the individual responsible for each item, also include their title and percentage of ownership in the company.

Section 4: Equipment & Rent/Leases

Equipment: Please list major pieces of equipment, the business will use to complete work.

Rent/Leases: List company headquarters, storage facilities, remote offices, etc...

Equipment

List equipment utilized in your business operation.

Rent/Leases

List any rented or leased facilities.
Section 5: Licenses/Accreditations & Contracts/Invoices

This section is critical to the application process: NAICS codes are assigned based on your previous experience. If you want to be considered for work in a certain area/skill set (NAICS Code), ensure you provide proof of successfully completing that type of work.

Please give a detailed description of the products and services you provided. Attach the contract or Purchase Order; your invoice to the customer, and proof that payment was received. Complete for each area/skill set you’d like to be certified under.

Previous Contracts/Invoices

List the 3 largest contracts/invoices you have completed in the last 3 years.

⚠️ You will be required to upload copies of contracts/invoices in the file attachments section of this application.

Add Contract/Invoice

List all licenses and certifications required to complete work in your industry.

Licenses/Accreditations

List all licenses or accreditations used with the business.

⚠️ You will be required to upload copies of each license in the file attachments section of this application.

Add Licenses/Accreditations

Save & Continue
Submit your completed application:

Click on Submit Application. All sections must be listed as complete.

Once your application is submitted it will be locked and changes will not be permitted. DEI/MWBE may request additional documentation, in that case the application will be unlocked.