



Monroe County

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

Application Guide

Published by the Monroe County Department of Diversity, Equity & Inclusion
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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!

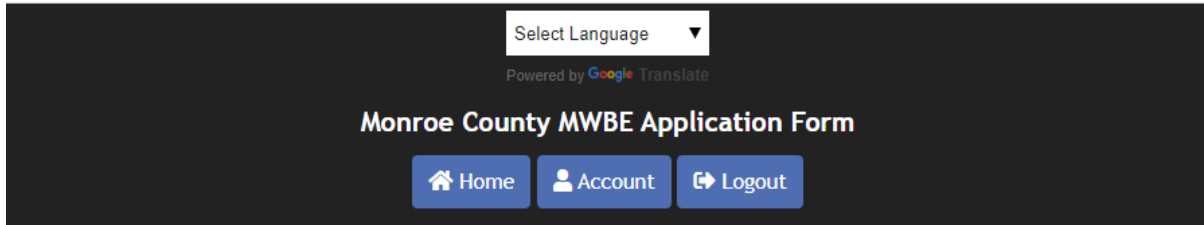
To start the application go to <https://www.monroecounty.gov/mcapp/mwbe/login>

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!



A new application has been started. Click on it to begin.

Your Applications

- [Application For MCDEI - Matthew Burrell](#)
Started: 12/28/21 08:26AM
Not Finished [delete](#)

[Start New 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

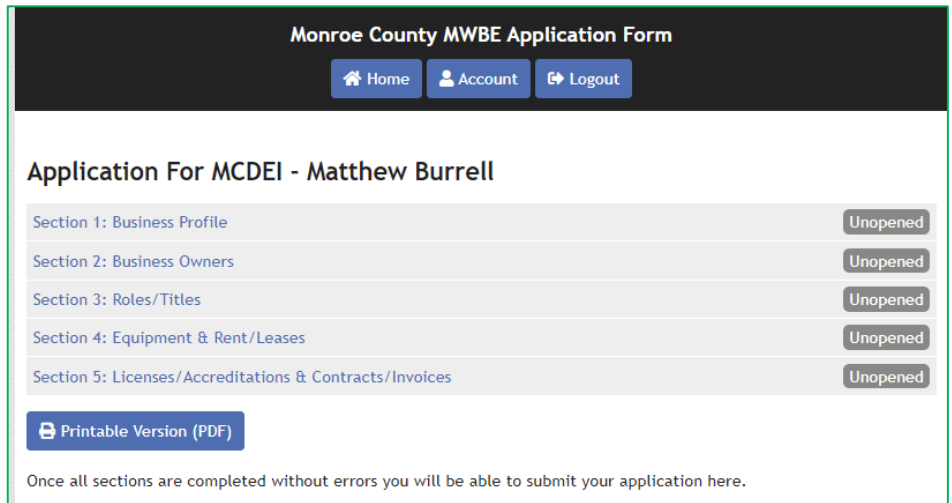
Section 2: Business Owners

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.

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 you 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.

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[← Back to Application Sections](#)

Section 1: Business Profile

Name of business

Type of business:
 Sole Proprietorship - DBA
 Corporation
 Limited Liability Company (LLC)
 Partnership
 Other

[Upload proof of your type of business.](#)

[Upload Proof of Business](#)

Your NAICS code(s)
Refer to your tax return to find your NAICS code(s). [Click here for a full list of codes.](#) If multiple, separate with commas.

Enter Your tax ID number, employer identification number (EIN), or SSN

Address where your business is physically located (no po box)

Street # and Street Name

Line 2, Suite, Room, Etc.

City: State: Zip code:

County:

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.

Is the company mailing address different from where the business is located?
 Yes No

Company website (if applicable)

Date business started:

Revenue 2022 (to date): \$ Revenue 2021: \$ Revenue 2020: \$

List the products or services you provide (please provide as much detail as possible):

Company profile (this will be used for a public listing of MWBE businesses):

Has the business applied for certification as a MWBE firm with any government agency?
 Yes No

Number of employees:

Is your firm bonded?
 Yes No

Has your business ever been a prime contractor?
 Yes No

Has your business ever been a subcontractor?
 Yes No

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.

The screenshot shows the 'Monroe County MWBE Application Form' interface. At the top, there is a 'Select Language' dropdown menu and a 'Powered by Google Translate' logo. Below this is the title 'Monroe County MWBE Application Form' and navigation buttons for 'Home', 'Account', and 'Logout'. The main heading is 'Application For MCDEI - Matthew Burrell', with a 'Back to Application Sections' button. The 'Owners' section is active, with the instruction: 'Please list all owners of the company below, including yourself.' A red warning icon and text state: 'You will be required to upload proof of each owner's gender, ethnicity, and citizenship in the file attachments section of this application.' The 'Your Information' section contains several input fields: 'Your first name', 'Your middle name', and 'Your last name'; 'Your Home address (physical, no PO box):' with a 'Line 2' sub-field; 'City:', 'State:' (pre-filled with 'NY'), and 'Zip code:'. Below these are 'County:', 'Your email address:' (pre-filled with 'retusafny@gmail.com'), and 'Your phone number:'.

This screenshot shows the lower portion of the application form. It starts with 'Your net worth:' followed by a dollar sign and an input field. Below is 'Your citizenship:' with radio button options for 'US Citizen', 'Permanent Resident Alien', and 'Other'. The 'Your ethnicity (check all that apply):' section includes checkboxes for 'Black', 'Hispanic', 'American Indian', 'Asian or Pacific Islander', 'Non Minority', and 'Other'. The 'Your gender:' section has radio button options for 'Male' and 'Female'. The 'Your percent ownership in business:' section has a dollar sign and an input field. A question 'Do you have an interest in other businesses?' has radio button options for 'Yes' and 'No'. The 'Additional Individual Owners' section has an '+ Add Owner' button. The 'Additional Company Ownership' section has the instruction 'Is the business owned in full or part by another company? If so, list below.' and includes '+ Add Company' and 'Save & Continue' buttons.

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.

Roles/Titles
In the business who is responsible for the following:

Estimating
Name: Title:
Percent ownership: %

Preparing Bids
Name: Title:
Percent ownership: %

Hiring/Firing
Name: Title:
Percent ownership: %

Work Site Supervision
Name: Title:
Percent ownership: %

Signing Contracts
Name: Title:
Percent ownership: %

Human Resources/Payroll
Name: Title:
Percent ownership: %

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.

Application For MCDEI - Matthew Burrell

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

Printable Version (PDF)

All application sections have been completed. You can click any section above to review. Make sure all your information is correct before submitting. Click the button below to submit your application.

Submit Application

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.

Your application has been submitted.

Application For MCDEI - Matthew Burrell

This application was submitted at 1/3/22 10:10AM. This application is now read-only.

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

Printable Version (PDF)