



**Division of Minority
and Women's
Business Development**

Certification Made Easy

A “How to” Guide on the Application Process & the Benefits Received

A Division of Empire State Development

4/30/2019

Agenda

- ✓ Welcome & Background (Division of Minority and Women's Business Development & Article 15-A of the Executive Law)
- ✓ Benefits of being MWBE Certified with NYS
- ✓ NYS MWBE Eligibility Requirements
- ✓ Applying for NYS MWBE Certification
- ✓ Updating Vendor Profiles (Your Public Profile)
- ✓ Commodity Codes and Profile Updates
- ✓ Recertification Applications
- ✓ One-on-One Technical Assistance (Accessing resources to fill out your application)
- ✓ Contact us



Division of Minority & Women's Business Development



Division of Minority and
Women's Business
Development

633 Third Avenue
New York, NY 10017

Tel 212 803 2414
Fax 212 803 3888

www.esd.ny.gov/MWBE.html

Welcome!

In 2014, Governor Cuomo set a 30% MWBE utilization goal in State contracting opportunities. In fiscal year 2017-18, the utilization rate for Minority and Women-Owned Business Enterprises (MWBEs) participating in State contracts increased to 28.62% - the highest in the nation - with MWBEs winning more than \$2.5 billion in State contracts!

Our Division aims to continue to meet or exceed this goal through the promotion of equality of economic opportunities for MWBEs and the elimination of barriers to their participation in New York State contracts.

This **"Certification Made Easy"** presentation is designed to aid MWBEs in how to best approach the NYS MWBE certification application process.

As always, we look forward to continuing to welcome MWBEs as a New York State certified business!

Valerie D. White
Executive Vice President & Executive Director
Division of Minority & Women's Business Development



Division of Minority
and Women's
Business Development

Division of Minority and Women's Business Development (DMWBBD)

Mission: To promote equality of economic opportunities for MWBEs and to eliminate barriers to their participation in state contracts.

Key Objectives:

- ✓ Encourage and assist state agencies to award a fair share of contracts to MWBEs.
- ✓ Review applications by businesses seeking certification and maintain a directory of certified MWBEs.
- ✓ Promote the business development of MWBEs through education and outreach to NYS agencies as well as MWBEs.

For more information: <https://esd.ny.gov/doing-business-ny/mwbe>



Division of Minority
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Article 15-A of the Executive Law

- ✓ Signed into law on July 19, 1988;
- ✓ Authorized the creation of an Office (now Division) of Minority and Women's Business Development;
- ✓ Aims to promote employment and business opportunities on state contracts for minorities and women;
- ✓ Under this statute, state agencies are charged with establishing employment and business participation goals for minorities and women.

Source:

<https://esd.ny.gov/mwbe/programmandate.html>



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Why should MWBEs get Certified with New York State?



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Benefits of Getting NYS MWBE Certified

- ✓ Become part of the **NYS Directory of Certified Firms** where over **8,500+** MWBE firms are listed! (New York State Contract System: <https://ny.newnycontracts.com>)
- ✓ Access to **lending** (Bridge to Success Loan Program: <https://esd.ny.gov/bridge-success-loan-program>) and **bonding programs** (NYS Surety Bond Assistance Program: <https://esd.ny.gov/new-york-state-surety-bond-assistance-program>) specific to certified MWBE firms.
- ✓ Access to **tailored MWBE procurement and/or contracting opportunities** (New York State Contract Reporter: <https://www.nyscr.ny.gov>)
- ✓ Access to statewide **network of support and services for MWBEs**: invitations to business development workshops and events, [MWBE Training Tuesdays webinars](#), and customized technical assistance. (**DMWBD's website**: <https://esd.ny.gov/doing-business-ny/mwbe>)





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NYS MWBE Certification Application Eligibility Requirements & Getting Started

NYS MWBE Eligibility Requirements

Under Article 15-A of the Executive Law, any for-profit firm that is at least fifty-one percent (51%) owned, operated and controlled by citizens or permanent resident aliens who are either a woman and/or minority is eligible for certification.

List of minority groups who are eligible for certification:

- **Black** persons having origins from any of the Black African racial groups.
- **Hispanic** persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Native American or Latin American origin, regardless of race.
- **Asian-Pacific** persons having origins from the Far East, Southeast Asia or the Pacific Islands.
- **Asian-Indian** subcontinent persons having origins from the Indian subcontinent.
- **Native American** persons having origins in any of the original peoples of North America.

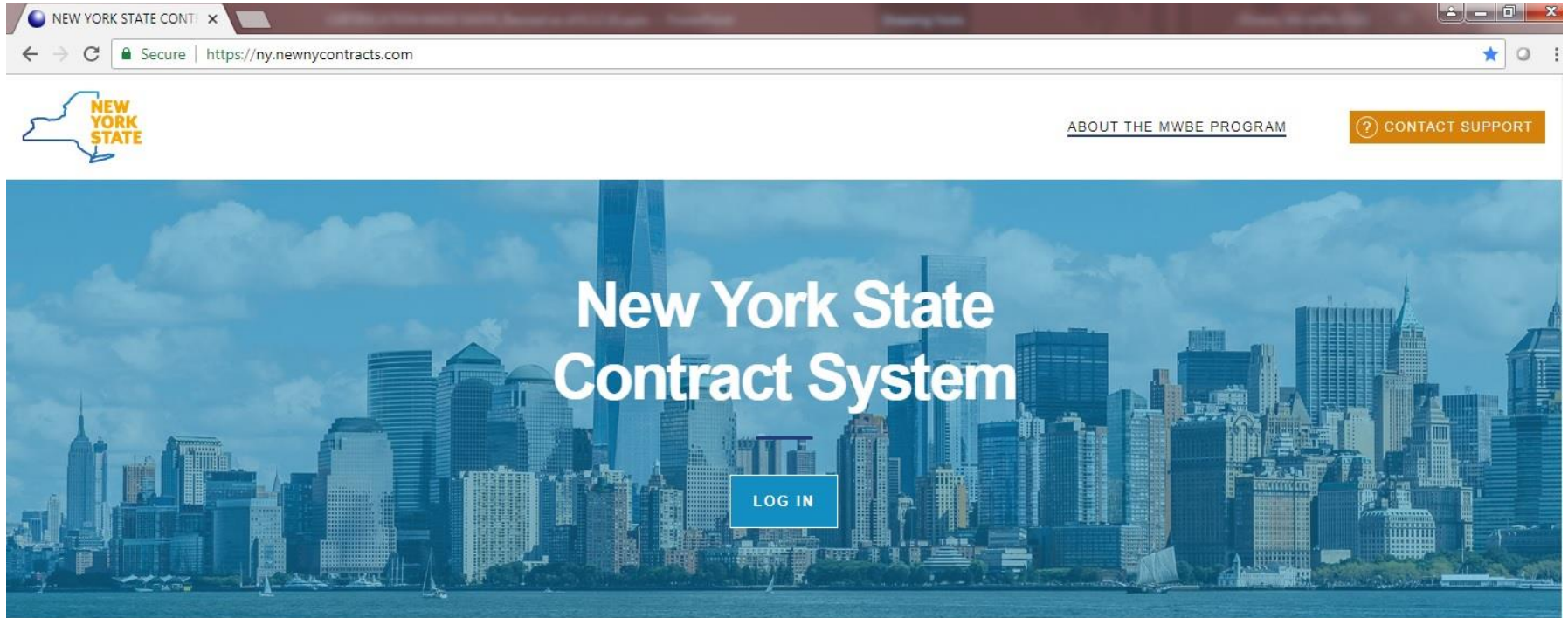


NYS MWBE Certification Requirements

- ✓ **Ownership, Operation and Control:** All firms seeking MBE, WBE or MWBE certification must be independently owned, operated and controlled by minority and/or women members. The ownership must be real, substantial and continuing, and the minority and/or women members must exercise the authority to independently control the day-to-day business decisions.
- ✓ **Personal Net Worth (PNW) Restriction:** Each minority or woman owner upon whom certification is based, cannot have a personal net worth exceeding \$3.5 million after allowable deductions. Does **not** include:
1) ownership interest in the certified MWBE firm, 2) individual's equity in his or her primary residence, & 3) up to \$500,000 of any qualified retirement savings plan.
- ✓ **Small Business Restriction:** The firm cannot exceed 300 employees (full-time or part-time).
- ✓ **Independent, Active, and In Business One Year:** The firm must operate independently of other firms, must demonstrate business activity and, generally, the business is required to be in operation for at least one year.
- ✓ **Out of State Applicants:** Firm is to be currently certified as a MWBE in their home state, *should a similar process exists*, and before applying for MWBE certification, firm must be registered and authorized to conduct business in the State of New York, and have a presence in New York. All applicants must have the '**Authority to do Business in New York State**' from the New York State Department of State prior to submitting an application for MWBE certification.

For more information on how to become **authorized to do business in New York**, go to the [Department of State, Division of Corporations](#), call (518) 473-2492 or email: corporations@dos.state.ny.us.

Getting started...



<https://ny.newnycontracts.com/>



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NYS MWBE Certification: Certify with New York



[ABOUT THE MWBE PROGRAM](#)

[CONTACT SUPPORT](#)



Click on “Certify
or
Recertify with
New York”



<p>About</p> <p>New York State is working harder than ever to make this state the gateway to attract and grow Minority and Women-Owned Business Enterprises (MWBEs).</p> <p>The New York State Contract System (NYSCS) enables users to apply for NYS MWBE certification, search for NYS MWBE certified firms, and easily interact with our State agencies and authorities.</p>	<p>NYS Program Notices and Trainings</p> <p>Find and register for upcoming MWBE events, trainings, webinars and program related notices.</p> <p>FIND OUTREACH AND SUPPORT</p>
<p>MWBE Certification</p> <p>Apply for NYS MWBE certification or recertification in New York State.</p> <p>CERTIFY OR RECERTIFY WITH NEW YORK</p> <p>UPDATE YOUR PROFILE</p>	<p>MWBE Program Information and Resources</p> <p>Find additional information and resources through Empire State Development and the Division of Minority and Women's Development (DMWBC).</p> <p>LEARN MORE</p>
<p>NYS Directory of Certified Firms</p> <p>Search the NYS MWBE Directory of Certified Firms.</p> <p>SEARCH THE DIRECTORY</p>	<p>Account Access</p> <p>Lookup Vendor accounts or reset user passwords.</p> <p>VENDOR ACCOUNT LOOKUP</p> <p>FORGOT PASSWORD</p>
<p>NYS Bid and Grant Opportunities</p> <p>Find contracting opportunities in New York State.</p> <p>VIEW OPPORTUNITIES</p>	<p>System Training</p> <p>Learn how to fully utilize our system with a live trainer.</p> <p>FIND TRAINING</p>



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NYS MWBE Certification: New Certification

New York State Contract System

Online M/WBE Certification

Welcome! Thank you for your interest in [New York State's Minority and Women's Business Enterprise \(MWBE\) Certification Program](#). MWBE certification is administered by Empire State Development's Division of Minority and Women's Business Development (DMWBD). The mission of DMWBD is to promote equality of economic opportunities for MWBEs and to eliminate barriers to their participation in State contracts.

How MWBE Certification benefits your firm:

- Your certified firm is listed in the public [Directory of Certified Minority and Women-Owned Business Enterprises](#)
- Your firm attracts new business
- Your firm can access MWBE procurement and/or contracting opportunities with NYS Agencies and Authorities.
- Your firm can access a statewide network of services and support for MWBEs: invitations for business development workshops, webinars, classes and customized technical assistance targeted to MWBEs.
- You can access lending and bonding programs created for state certified MWBEs.

For additional information on NYS MWBE Certification requirements, and for assistance, [click here](#).

If you require technical assistance while completing the application, please use our [online support form](#).

To continue, please select an option below:

Option 1 New Certification

Your firm is not currently certified with New York State and will submit a [New or Fast Track](#) application

[» Create Account](#)

Option 2 Recertification or Vendor Profile Update

Your firm is currently certified and you would like to update your profile or submit a recertification application.

If you know your username and password for this system: » [Login](#)

If you need to lookup your account:
» [Lookup Account](#)

After logging in to your account, click the **Apply for Certification** link on the right side of the page or select **View > My Certifications** from the left menu.

Need Help?

[Download the user manual](#)

[Sign up for a Training Class](#)

If you wish to become certified as a Disadvantaged Business Enterprise (DBE) in the State of New York go to the [NYSUCP Certification portal](#).



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Complete a Vendor Profile – Public Profile Set-up

- ✓ Why is a Vendor Profile important?
 - Acts as an electronic business card
 - Accessible to primes, other firms and state agencies/authorities
 - May lead to potential business opportunities
- ✓ Be sure to keep business information current!
- ✓ Any business can have a Vendor Profile regardless of certification status.
- ✓ The Vendor Profile is not the same as the certification application.





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The importance of Business Descriptions

The Importance of a Business Description



Pro

Be descriptive;
Use keywords
(specific to your
business and industry)

Con

Too broad &
general



The Importance of a Business Description - Example



I provide environmental consulting services.

Vs.



Our firm specializes in providing terrestrial ecological / environmental services. Our primary areas of expertise include flora and fauna surveys, biological inventories, wetland delineations, rare species surveys and habitat suitability assessments, vernal pool surveys, invasive species identification and mapping, habitat/community evaluations and mapping, bird surveys by sight and sound, species monitoring using unmanned aircraft (e.g. drone).

Note: Detailed business descriptions should be provided in both your **Vendor Profile (Public Profile)** as well as in your **NYS MWBE certification application**.



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NYS MWBE Certification Application Process

Submit NEW MWBE Certification Application

NEW YORK STATE CONTRACTS

Secure | <https://ny.newycontracts.com/FrontPage/VendorMain.asp?XID=6274&TK=8E5CF72E17049C62EB2B2638F7C0DFF910DFE82B95A78190EE351B306643ACDB16AF908A02CBF4587C7C9D...>

NEW YORK
STATE OF
OPPORTUNITY.

- Fast Track certifications for firms already hold a DBE, 8(a) or certain other MWBE certifications
- Recertification for current NYS certified MWBEs

To find out if you qualify, click below:

View Qualifications for New York State MWBE Certification

If you do not meet the qualifications, DO NOT CONTINUE. For guidance, please call (212) 803-2414 between the hours of 9:00 am and 5:00 pm Eastern Standard Time or email MWBEcertification@esd.ny.gov.

If you do qualify, please continue to the next section and click the option that fits your situation.

Select an Option

You have been revoked, denied, or instructed to submit a new application.

You would like to update your certification profile or report a change.

Your firm has been or is currently certified by New York State.

Your firm has never been certified by New York State.

Your firm is based in New York State and is currently certified as an MBE and/or WBE by one of the entities listed below.
(New York City Small Business Services, New York City School Construction Authority, The Port Authority of New York & New Jersey, New York & New Jersey Minority Supplier Development Council, Inc., Upstate New York Regional Minority Purchasing Council, Inc., The Women's President Educational Organization, Erie County & City of Buffalo Joint Certification Committee)

Your firm is certified as a Disadvantaged Business Enterprise (DBE) in the U.S. DOT program from anywhere in the country.

Your firm is certified as a Federal 8(a) Disadvantaged Business with U.S. Small Business Administration.

Your firm is not certified by any of the New York agencies listed above, is not a DBE, and is not Federal 8(a) firm.

Submit a new MWBE application.

Certification Application- Company Profile

Certification Application: Main Summary Help & Tools

[Main](#) | [Documents](#) | [Signature](#) | [Submit](#) | [Utilities](#) | [CertList](#)

Certification Made Easy Application status: **Incomplete**
Application Type: **New Application** Application started: **4/7/2014**
Application Number: **1559035**

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?
[Download Part 2 of the user manual](#)
[Sign up for a Training Class](#)

State of New York

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[Show All](#) [Hide All](#)

Logged on as:
Harlan Pruden,
Certification Made Easy

Application Information

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	Incomplete
Application Number	1559035
Date for Deletion	7/8/2014 Extend
Contact Person	Harlan Pruden Add user not on list

Sections and Documentation

Section	Actions	Status
Company Profile	Process	Incomplete: 1 completed of 18 required; 0 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Commodities and Services	Process	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
Business Operations	Process	Incomplete: 0 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Incomplete: 0 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

[Delete Application](#)

Company Profile –
Click “Process”
and begin



Documents **no longer** requested and considered during the *initial evaluation:*

(as of April 2019)

- Personal and Business Taxes beyond one (1) year;
- Current year business financial statements;
- Documented proof of sources of capitalization and investments (e.g. cancelled check – both sides);
- Previous MWBE denials and/or de-certifications;
- Minutes of first corporate meeting (if business is a Corporation);
- Copies of issued stock certificates (if business is a Corporation).

Note: Firms should be ready to provide the abovementioned documentation, however, if requested by our Certification Unit.



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Mandatory & Required Documents

(as of April 2019)

Mandatory Documents	Required Documents
Proof of Citizenship and Gender: Birth records; U.S. passports, Military Records; Green cards	Sole Proprietorships: Assumed Name Certificate from the County Clerk; Most recent year of business taxes
Proof of Business Activity: Current contracts and bids for clients and work in the NYS market area.	
Business Documents: Certificate of Authority to Do Business in New York State from the New York State Department of State; leases; deeds.	Partnership and LLCs: Assumed Name Certificate from the County Clerk; Operating/Partnership Agreement; IRS Form 1065 with the Schedule K-1 Tax Form
Personal and Business Taxes: Complete copies of the most recent year of personal and business taxes.	
Professional Background: Owner's resume(s), professional licensure, permits, certifications.	Corporations: Shareholders' Agreements and Corporate By-Laws; IRS Forms 1120 and 1125-A; IRS W-2 Forms; IRS Form 1065 with the Schedule K-1 Tax Form

Note: It may take some time for the New York State Contract System to update the current application.

Addendums: “One Stop” Certification Application



State of New York



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Documented proof of sources of capitalization and investments Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident “green” card.) for each Minority or Woman who has an ownership interest in the applicant firm Resumes of all principals, partners, officers and/or key employees of the firm Current, signed lease or Deed for all locations where your firm conducts business	Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc. For proof of US Citizenship: Birth Certificate, U.S. Passport, Naturalization Certificate, etc.. For proof of permanent resident alien status: permanent resident “green” card. Show home address and telephone number, all education, training, and employment history with dates. Provide proof of ownership of the space or home (with a Deed or mortgage agreement) or proof of agreement made for rent in exchange for the space the business occupies. If you do not have a formal lease, provide a statement that you do not have a lease or agreement. If you pay rent but do not have a current lease, in lieu of a lease or agreement, provide 6 months of rent payments in the form of cancelled checks (both front and back).
Business Certificate, including any amendments Copy of Certificate of Trade Name or Business Trade Name filed with County Clerk, including amended certificates If out-of-state business, provide a New York State Vendor Tax Number	If doing business under an assumed name. Can be obtained by contacting the New York State Department of Taxation and Finance at (800) 972-1233.

Required Documents

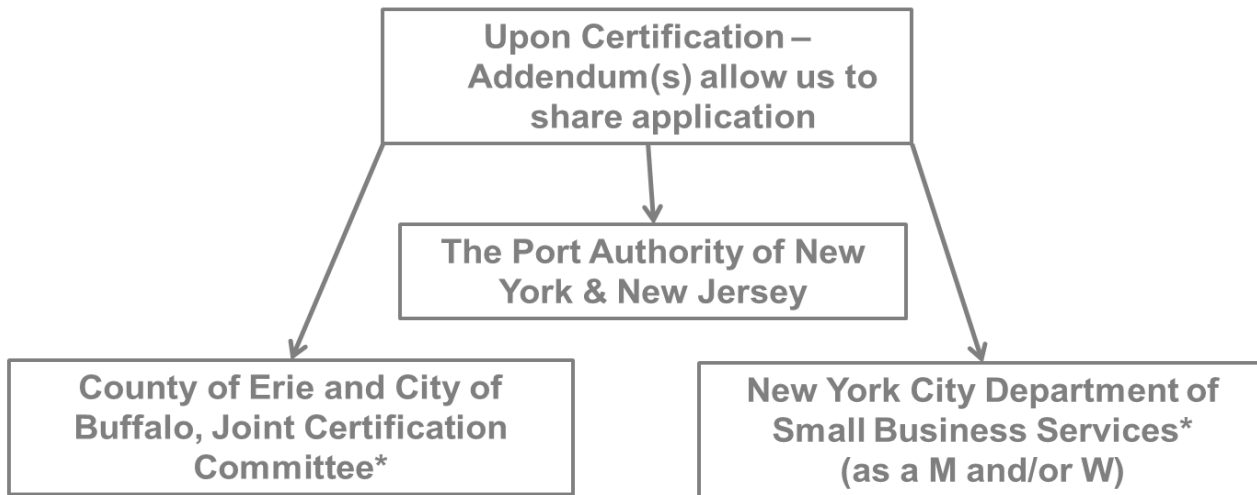
Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Document	Download File	Document Description
Personal Net Worth Worksheet, Attachment B for each minority or woman upon which certification is based that has a net worth exceeding \$1.3 million	Download	Download, print, complete (along with Social Security number), sign, date, and notarize the provided form. Click here to download instructions for filling out the Worksheet.
Proof of gender (any government-issued identification)		Required for applicants for WBE or MWBE certification. Copy of passport, birth certificate, or any other official document.
Proof of minority status as described in the definition of MBE under Article 15-A for each Minority who has an ownership interest in the applicant firm		Required for applicants for MBE certification and must explicitly state ethnicity or race. Valid forms of documentation include Birth Certificate – yours or parent, or grandparent; Death Certificate – parent or grandparent; Tribal Card; records: Military Records; Naturalization Papers – yours, parent or grandparent; official court rule specifically recognizing applicant’s minority descent – yours, parent, or grandparent; any documentation issued by a Federal, State, or Local Government entity establishing that the applicant, the applicant’s parent or grandparent is a member of a minority group as recognized under Article 15-A.
All signed third party agreements including equipment rentals, purchase agreements, management, service agreements, etc.		
Any certification, decertification or denial of certification documentation		Out-of-State firms should attach copy of their home state certification, if similar process exists.
Any employment agreements		
Copies of all licenses, permits, certifications, and/or accreditations utilized by this firm to conduct business, including those held by individual		
Copy of the New York State Vendor Tax Registration		
Signed lease Agreements or proof of ownership for office space, yard space, warehouse space, and/or equipment		
Vehicle registration(s) for all vehicles used for business purposes and/or charged to the Business		
Written request for exemption from disclosure regarding trade secrets		
Written request for exemption from public disclosure of certain records maintained by the program		New York State Division of Minority and Women Business Development is subject to the Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the program. The request for exemption must be in writing and state why the information should be exempted, specifying the items or portions for which the exemption is requested. Provide this documentation if the firm has no revenues in the last three years.
Proof of business activity in the form of a signed contract or purchase order		
Addendum for MWBE Certification with County of Erie and City of Buffalo, Joint Certification Committee	Download	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.
Addendum for MWBE Certification with New York City Department of Small Business Services	Download	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.
Addendum for MWBE Certification with The Port Authority of New York and New Jersey	Download	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.

Addendums “One-Stop” Certification Application

Check this box and click Continue to start the application process.

“One-Stop” Certification Application (only available to New Applicants)



*Note: Participating certification program have geographic restrictions.

FAST TRACK Applications

- ✓ **New York State based firms certified by:**
 - County of Erie and City of Buffalo, Joint Certification Committee
 - New York City Department of Small Business Services
 - The Port Authority of New York & New Jersey
 - New York & New Jersey Minority Supplier Development Council, Inc.
 - Women President's Educational Organization (Women's Business Enterprise National Council – NY Chapter)
- ✓ **Certified as a Disadvantaged Business Entity (DBE)** with any Federally funded transportation agency in the U.S.
- ✓ **Certified as Federal 8(a) Disadvantaged Business** with U.S. Small Business Administration

The above certifications must be current and have more than three (3) remaining months before expiration to be eligible for a FAST TRACK Application.



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FAST TRACK Applications – Documentation

NYS MWBE Fast Track Application	Disadvantaged Business Enterprise (DBE)	Federal 8(a) Business Development Program
Copy of application submitted to Fast Track partner;	All documents <i>(except PNW information)</i> listed under 'NYS MWBE Fast Track' application plus:	All documents <i>(except PNW information)</i> listed under 'NYS MWBE Fast Track' application plus:
Copy of the Certification Letter from the Fast Track partner	Signed New York State DBE Certified Release of Information Form	Certificate of Authority to Do Business in NYS from the NYS Department of State <i>(with the exception of Sole Proprietorships and General Partnerships)</i>
Signed and notarized DMWBD Certification Application Affidavit, found in the DMWBD application	Certificate of Authority to Do Business in NYS from the NYS Department of State <i>(with the exception of Sole Proprietorships and General Partnerships)</i>	
Personal Net Worth (PNW) Affidavits (Attachment A, all applicants, and B, if necessary), found in the DMWBD application		

The above certifications must be current and have more than three (3) remaining months before expiration to be eligible for a FAST TRACK Application.



Division of Minority and Women's Business Development

Supporting Documents- Electronic or Paper

State of New York

Certification Application: Document List

Application status: **Incomplete**
Application started: 4/7/2014

Electronic or hardcopy documentation is accepted for this application type. Please select below the format you want to use for this application. **Once a format is selected, all documents for this application must be provided in the same format, e.g. all electronic or all hardcopy. Applications submitted with electronic documentation are able to be received by the organization and reviewed faster. Processing of applications submitted with hardcopy documentation cannot begin until the documents are received by the organization.**

Note: this application allows faxing of documents to the system. Select electronic documentation to use this option.

Select a Document Format:

Electronic/Fax or **Hardcopy**

Documents will be electronically attached securely and confidentially to this application. You can also fax documents to the system and they will be automatically attached to the application. This option automatically receives and validates documents, resulting in the fastest processing of your application.

Documents will be provided by you in hardcopy format. This option may delay processing while documents are received and validated.

Select Electronic Document Format

Select Hardcopy Document Format

Submitting Electronic documents will result in a **FASTER** processing of application

Mailed hardcopy documents/faxed documents will result in **SLOWER** processing of applications



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Submitting your Application



State of New York

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- Show All Hide All

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Certification Application: Submit Application

Help & Tools

Main Documents Signature **Submit** Utilities Cert List

Certification Made Easy

Application status: **Complete & Signed, Pending Submittal** > [Submit Application](#)

Application Type: **New Application**

Application started: 4/7/2014

Application Number: 1559035

Submit Your Application

OR

View Your Application

View and Print Application

Review, and Print Application

Edit Application

If you are ready to submit your application, check the box below and click **Submit Application**. Once submitted, the application cannot be edited.

By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.

Submit Application

Edit Your Application

Edit Application

When application is **SUBMITTED** – no changes can be made to the application

NOTE: After firm clicks "Submit Application" - application goes through intake process to check for completeness before it is "RECEIVED" by the Division of Minority & Women's Business Development

Viewing the Status of an Application

Vendor Profile: Certifications [Help & Tools](#)

Business Name: **Certification Made Easy**

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) | [Employees](#)

[Certifications](#) | [Workforce Composition/EEO](#) | [Questionnaires](#)

[Apply for Certification](#) [Request Missing Certification](#)

Current Certifications ?
No current certifications

Applications ?

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Complete, Pending Signature	1559035	New Application	New York State	Started: 4/7/2014	Harlan Pruden	Process

Click "Process"

State of New York

- [Home](#)
- [View »](#)
- [Search »](#)
- [Message »](#)
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Logged on as:
Harlan Pruden,
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Extending The Deadline

The page at <https://ny.newnycontracts.com> says:

Extend the date for deletion by one week?

and the system will save your sign and submit.

Need Help?
[Download Part 2 of the user manual](#)
[Sign up for a Training class](#)

Application status: **Incomplete**
Application started: 4/7/2014

Fill in each of the sections note information as you go. Once all

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Certification Application

Mail | Document | Signature | Edit

Certification Made Easy
Application Type: New Application
Application Number: 1559035

State of New York

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Show All Hide All

Logged in as:
Harlan Pruden,
Certification Made Easy

Application Information

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	Incomplete
Application Number	1559035
Date for Deletion	7/6/2014 (Extend)
Contact Person	Harlan Pruden (Add user not on list)

Sections and Documentation

Section	Actions	Status
Company Profile	Process	Incomplete: 1 completed of 16 required; 0 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Commodities and Services	Process	Incomplete: 0 completed of 4 required; 0 completed of 9 optional
Business Operations	Process	Incomplete: 0 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Incomplete: 0 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

Delete Application

Firms can click on the **'Extend'** button if more than 90 days are needed to complete the application process.

Please note that clicking **'Extend'** is **not** indefinite and can be done a **maximum** of 12 times.

Kindly contact
MWBECertification@esd.ny.gov
or call (212)803-2414 **if more time is needed.**



Division of Minority and Women's Business Development



**Division of Minority
and Women's
Business Development**

Updating Vendor Profiles (Your Public Profile)

NYS MWBE Certification: Updating your Vendor Profile



[ABOUT THE MWBE PROGRAM](#)

[CONTACT SUPPORT](#)



Click on “Certify
or
Recertify with
New York”



<p>About</p> <p>New York State is working harder than ever to make this state the gateway to attract and grow Minority and Women-Owned Business Enterprises (MWBEs).</p> <p>The New York State Contract System (NYSCS) enables users to apply for NYS MWBE certification, search for NYS MWBE certified firms, and easily interact with our State agencies and authorities.</p>	<p>NYS Program Notices and Trainings</p> <p>Find and register for upcoming MWBE events, trainings, webinars and program related notices.</p> <p>FIND OUTREACH AND SUPPORT</p>
<p>MWBE Certification</p> <p>Apply for NYS MWBE certification or recertification in New York State.</p> <p>CERTIFY OR RECERTIFY WITH NEW YORK</p> <p>UPDATE YOUR PROFILE</p>	<p>MWBE Program Information and Resources</p> <p>Find additional information and resources through Empire State Development and the Division of Minority and Women's Development (DMWBC).</p> <p>LEARN MORE</p>
<p>NYS Directory of Certified Firms</p> <p>Search the NYS MWBE Directory of Certified Firms.</p> <p>SEARCH THE DIRECTORY</p>	<p>Account Access</p> <p>Lookup Vendor accounts or reset user passwords.</p> <p>VENDOR ACCOUNT LOOKUP</p> <p>FORGOT PASSWORD</p>
<p>NYS Bid and Grant Opportunities</p> <p>Find contracting opportunities in New York State.</p> <p>VIEW OPPORTUNITIES</p>	<p>System Training</p> <p>Learn how to fully utilize our system with a live trainer.</p> <p>FIND TRAINING</p>



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NYS MWBE Certification: Updating your Vendor Profile

New York State Contract System

Online M/WBE Certification

Welcome! Thank you for your interest in [New York State's Minority and Women's Business Enterprise \(MWBE\) Certification Program](#). MWBE certification is administered by Empire State Development's Division of Minority and Women's Business Development (DMWBD). The mission of DMWBD is to promote equality of economic opportunities for MWBEs and to eliminate barriers to their participation in State contracts.

How MWBE Certification benefits your firm:

- Your certified firm is listed in the public [Directory of Certified Minority and Women-Owned Business Enterprises](#)
- Your firm attracts new business
- Your firm can access MWBE procurement and/or contracting opportunities with NYS Agencies and Authorities.
- Your firm can access a statewide network of services and support for MWBEs: invitations for business development workshops, webinars, classes and customized technical assistance targeted to MWBEs.
- You can access lending and bonding programs created for state certified MWBEs.

For additional information on NYS MWBE Certification requirements, and for assistance, [click here](#).

If you require technical assistance while completing the application, please use our [online support form](#).

To continue, please select an option below:

Option 1

New Certification

Your firm is not currently certified with New York State and will submit a New or Fast Track application

» [Create Account](#)

Option 2

Recertification or Vendor Profile Update

Your firm is currently certified and you would like to update your profile or submit a recertification application

If you know your username and password for this system: » [Login](#)

If you need to lookup your account: » [Lookup Account](#)

After logging in to your account, click the **Apply for Certification** link on the right side of the page or select **View > My Certifications** from the left menu.

Need Help?

[Download the user manual](#)

[Sign up for a Training Class](#)

If you wish to become certified as a Disadvantaged Business Enterprise (DBE) in the State of New York go to the [NYSUCP Certification portal](#).



Updating your Vendor Profile – Public Profile

NEW YORK STATE CONTRACTS

https://ny.newycontracts.com/FrontPage/VendorMain.asp?XID=144

NEW YORK STATE OF OPPORTUNITY

Vendor Profile: Public Profile Setup

General | **Public Profile** | Users | Commodity Codes | Contacts | Employees | Certifications | Workforce Comp/EEO | Questionnaires

Help & Tools

Home

View >>

Search >>

Message >>

Settings >>

Change Password

Your Settings

General Biz Info

Vendor Profile

User List

Add a User

Contacts

Commodity Codes

Employees

Workforce/EEO

Questionnaires

Linked Accounts

Help & Support >>

Logoff

Show All Hide All

As a vendor you can maintain a profile page that other users can view when evaluating your business. Enter the information below exactly as you would like another user to see it. To check the appearance of your profile page, click the View button. Changes are NOT saved until you click the Save button.

Spell Check View **Save** Cancel

* required entry

Business Information

Business Name

Address

Order Information

Enter your order contact information and availability. If you are closed on the weekend, select the Closed checkbox.

Phone * [] Ext. []

Fax []

Email []

Hours *

Monday - Friday

Open: 1 00 am Eastern Timezone

Close: 1 00 am

Saturday

Closed

Open: 1 00 am Eastern Timezone

Close: 1 00 am

Sunday

Closed

Open: 1 00 am Eastern Timezone

Friendly reminder: Click on 'Save' at the top of the page once complete!



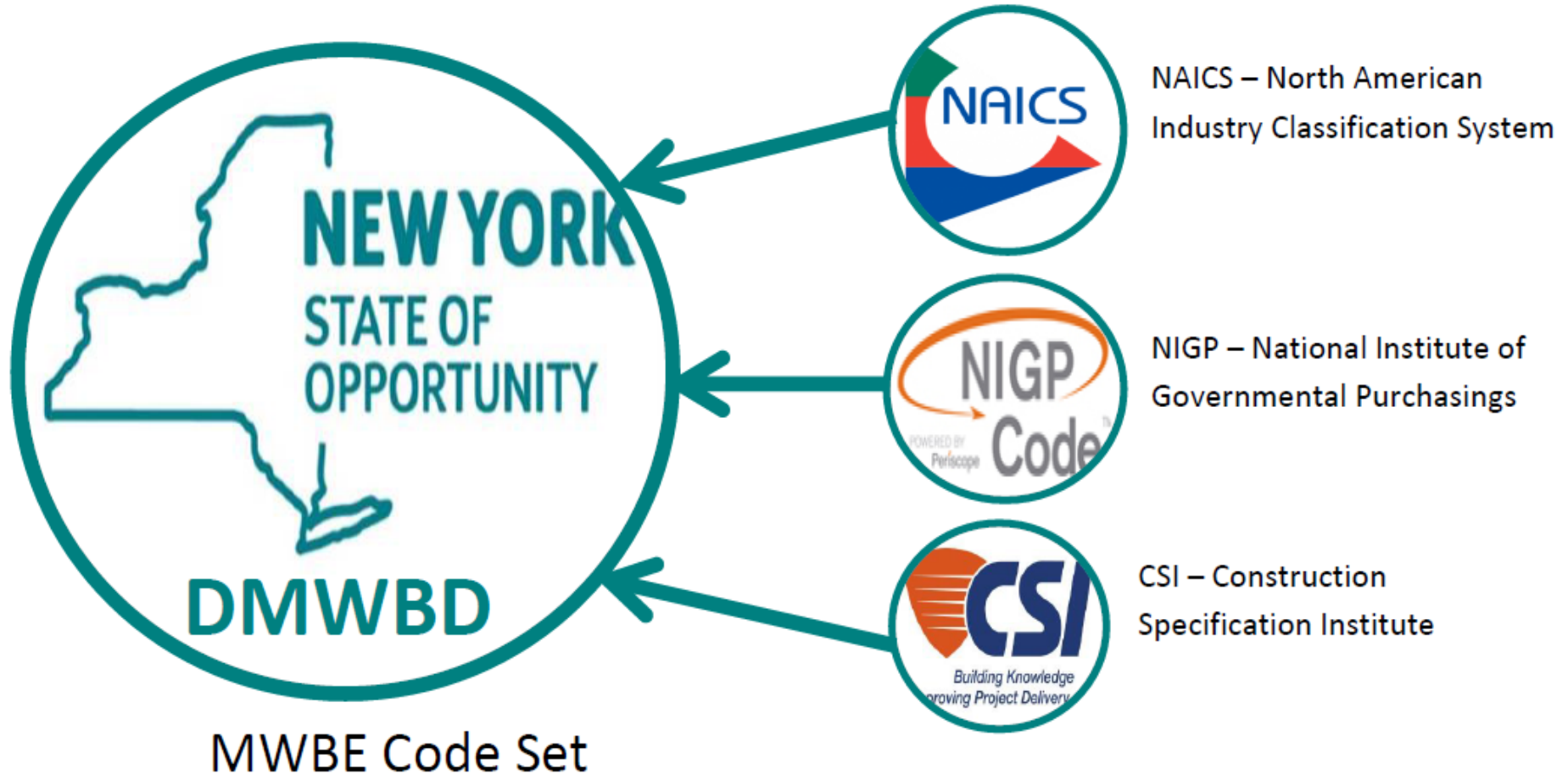
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Commodity Codes & Profile updates

MWBE CODE SET



DMWBD CODE ASSIGNMENTS

I. Product & Service codes: Certified firms may receive a combination of codes from 1 to 3 different product code sets that apply to their specific output.

- NIGP for product and/or services
- CSI for building construction
- NYS DOT for heavy and civil engineering construction

II. Industry code: Certified firms will receive relevant NAICS industry codes that apply

INDUSTRY vs PRODUCT codes

NAICS -- NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM

NAICS = INDUSTRY CODE

NAICS  PRODUCT CODE

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Profile Updates – Commodity Codes

Helpful Tips for MWBEs:

- ‘Actual vs. Aspirational’ (e.g., Firms must provide proof of doing the work by way of contractual agreements, for instance, as well as proof of payment for the work that’s been done).
- Be proactive (e.g. Ensure that you respond to document requests in 20 business days OR LESS; Check your spam or junk folders)
- You can always review your certification profile for the status of your application (e.g. Q&A tab & other)
- If you haven’t heard an update in 60 – 90 business days, please call our MWBE Certification Help Desk (contact info is on the last slide).

For more information: <https://esd.ny.gov/doing-business-ny/mwbe/mwbe-vendor-profile-update>



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Little Known Facts About Certification

- **Waiver of One Year in Business eligibility requirement:**
 - Decided on a case by case basis & must be requested in writing
 - To obtain the waiver, please contact – MWBECertification@esd.ny.gov or call (212)803-2414.

- **Expedite Form:** Firms with a pending NYS contract as a prime contractor or sub-contractor may have the state agency request an expedited review of their application. ***(Only NYS agencies and authorities can submit the Expedite Form.)***
 - Regarding any questions about the Expedite Form, please contact: MWBECertification@esd.ny.gov or call (212)803-2414.

Common Documentation Shortfalls

- ✓ Personal Net Worth Statement (even if negative)
- ✓ Licenses, if required to conduct business
- ✓ Current signed lease/deed
 - ❑ Home based businesses are not exempt from this requirement.
 - ❑ Suppliers need to provide proof of warehouse location and an inventory list.
- ✓ Contracts to indicate industry standard codes
 - ❑ North American Industry of Classification System (NAICS)
 - ❑ National Institute of Governmental Purchasing (NIGP)
- ✓ Business vehicle registrations



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Recertification Applications

Recertification Applications

Helpful Tips for MWBEs:

- Know that you must submit your Recertification application **EVERY 3 years** with New York State;
- Submission of Recertification applications can begin **3 months PRIOR TO** your Renewal Date;
- **You will REMAIN certified and listed in our NYS Directory of Certified Firms** during the recertification application review process;
- You can always check your certification profile for the status of your application;
- If you haven't heard an update in 60 – 90 business days, please call our MWBE Certification Help Desk (contact info is on the last slide).

Mandatory & Required Documents – Recertification Applications (as of April 2019)

Mandatory Documents	Required Documents
Recertification Application Notarization, provided by our Division	Copies of all licenses, permits, certifications, and/or accreditations utilized by firm to conduct business, including those held by individual
Personal and Business Taxes: Complete copies of the most recent year of personal and business taxes.	Copy of DBA Registration if company has added or changed name since last certification date
Personal Net Worth Affidavit , Attachment A for each minority or woman upon which certification is based	Out of State firms, provide one (1) of the following: a) Invoices and proof of payment for goods and services provided in NYS, b) NYS payroll records, or c) proof of payment for NYS Taxes or authority to do business in NYS
	Add Commodities Supplier Codes (e.g., lines of credit and shipping agreements with third party shipping companies, all vehicle registrations, largest signed contracts and/or agreements in the last 2 years, etc.)
	Add Services (e.g., copies of invoices showing payments received, copies of licenses or permits, most recently signed contracts and/or agreements with a description of scope of services, etc.)
	Additional documents not listed above (e.g., office lease agreement, etc.)

Note: It may take some time for the New York State Contract System to update the current application.⁴⁵



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One-on-One NYS MWBE Certification Application Technical Assistance

Business Development Resources – Additional Assistance

- ✓ **Entrepreneurial Assistance Centers (EAP)** – provide in-depth assistance to entrepreneurs and startup businesses. For information and listing of centers www.esd.ny.gov/BusinessPrograms/EAP.html
- ✓ **Small Business Development Centers (SBDC)** – offer free consulting to individuals hoping to grow or start a small business . For a listing of centers: www.nyssbdc.org/locations.html
- ✓ **Procurement Technical Assistance Centers (PTAC)** – assist local businesses to compete successfully in the government marketplace. To find a local center www.aptac-us.org/find-a-ptac/?state=NY



**Division of Minority
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Contact us

For Certification Inquiries:

212-803-2414

MWBEcertification@esd.ny.gov

(Monday thru Friday, 9:00AM – 5:00PM EST)

Division of Minority and Women's Business Development

www.esd.ny.gov/MWBE.html



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