

Howard County Chamber of Commerce exhibit:

SB 514 County Procurements – Minority Business Enterprise Utilization Programs – Certification

MARYLAND DEPARTMENT OF TRANSPORTATION

OFFICE OF MINORITY BUSINESS ENTERPRISE

MBE Only Certification

The Maryland Department of Transportation (MDOT) is the State's Official Certification Agency. Firms with Disadvantaged Business Enterprise (DBE) certification may meet minority business participation goals on federally-funded contracts issued by the U. S. Department of Transportation which include contracts administered by the MDOT Maryland Aviation Administration (MDOT MAA), the MDOT Maryland State Highway Administration (MDOT SHA), the MDOT Maryland Transit Administration (MDOT MTA), and Metropolitan Planning Organizations (MPOs). Firms may hold certification as a Minority Business Enterprise (MBE) in addition to DBE certification. MBE firms are eligible to meet minority business participation goals on State-funded contracts in addition to contracts funded by counties and cities within Maryland that accept MDOT's certification for their minority business participation programs. Applicants who submit the Uniform Certification Application are evaluated for eligibility in both the MBE and DBE programs simultaneously.

Notify the MBE Officer during the investigation phase of the certification process if you do not want to be considered for MBE certification.

- There is no cost to apply for certification as an MBE/DBE.
- It takes several months to complete the entire process once a complete application package has been received.
- Submitting an incomplete application package will delay the overall certification process.
- Please follow the Documentation Checklist appropriate to your business structure.
- Don't hesitate to contact OMBE with questions at any time.
 - [410-865-1269](tel:410-865-1269)
 - mbe@mdot.maryland.gov

Steps to Submit an Application for MBE Certification

1. Download the **MBE Only Application**.
 - Print or save to your desktop.
2. Read the instructions for completing the application.
3. Complete all sections of the application.
 - Do not leave blanks on the application.
 - Note "N/A" in areas that are not applicable.
 - For areas marked as "N/A," include a brief statement about why that information is not applicable.
4. Download and complete the required **Personal Net Worth (PNW) Form**.
 - Read the **PNW Guidelines (Instructions)** and **PNW Overview** for guidance on completion of the PNW.
 - Print PNW form or save it to your desktop.
 - This is the official form to be used for MBE/DBE/ACDBE Certification.
5. Review the appropriate **Document Checklist** for submitting applications.
 - These are the official checklists to be used for MBE/DBE/ACDBE Certification.
6. Application Submission:
 - Apply for certification [here](#).
7. Retain a copy of the entire application package for your files.

Application Assistance

OMBE conducts a free workshop every month to help applicants confidently prepare the application and navigate the certification process. Follow the link below for more information and to register.

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MBE/DBE/ACDBE/SBE Application Assistance Workshops

Online MBE/DBE/ACDBE/SBE Certification Application Assistance Workshop

To comply with social distancing requirements during the Coronavirus Disease (COVID -19) outbreak, the Office of Small and Minority Business Policy (OSMBP) is hosting its monthly MBE/DBE/ACDBE/SBE Certification Application Assistance Workshop via webinar on February 7, 2023 at 10:00 a.m. To register for the webinars, please follow the appropriate links below. Contact OSMBP at 410-865-1298 or Cynthia Jones at 410-865-1397 if there are any questions.

Date	Time	Registration Link
March 7, 2023	10:00 AM	https://register.gotowebinar.com/register/3257833588727738635
March 7, 2023	5:30 PM	https://register.gotowebinar.com/register/7013970917884953103

After registering, you will receive a confirmation email containing important instructions about how to join the webinar.

2023 Application Assistance Workshop Schedule

MDOT's Office of Small and Minority Business Policy conducts a free monthly workshop for firms interested in applying for certification as a Minority Business Enterprise (MBE), Disadvantaged Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE) and/or Small Business Enterprise (SBE).

The workshops are held on the first Tuesday of every month at MDOT Headquarters in Hanover, MD. Content includes:

- an examination of the five eligibility standards
- a review of the complete application process
- an in-depth look at the Uniform Certification Application (link provided below)
- answers to the most common application questions

We will also take a brief look at how to connect to business opportunities with the State of Maryland and offer some valuable marketing and business development tips.

In addition to the monthly workshops conducted in the morning, four evening sessions are also available. In March, June, September and December, the application assistance workshop will be repeated in the evening starting at 5:30 PM. Just like in our morning sessions, participants are able to meet with a certification expert following the presentation.

What: MBE/DBE/ACDBE/SBE Application Assistance Workshop

Please complete a registration form for each individual attending the workshop.

When: First Tuesday of every month

**With the exception of Monday January 7*

Time: 10:00 a.m. - Every month

5:30 p.m. - In addition to the morning sessions, evening sessions are also held during the months of March, June, September, and

Cost: Free

2022 SBE AAW Schedule 2021 SBE AAW Schedule

SBE ONLY Application Assistance Workshop

Workshops are held on the third Tuesday of every quarter at MDOT Headquarters in Hanover, MD. Content includes:

- an examination of the eligibility standards
- a review of the application process
- answers to the most common application questions
- an overview of marketing tips and contract opportunities

What: SBE Application Assistance Workshop

Please complete a registration form for each individual attending the workshop.

When: Semiannual (January and July)

Time: 9:00 a.m.

Cost: Free

The Office of Minority Business Enterprise (OMBE) requires submission of a complete application before the certification process begins. A complete application includes the UCA or MBE application (application contingent on the type of certification preferred) and all supporting documents. Applicants should review the **Document Checklists** and select the list for your business structure (i.e. LLC, Corporation or Sole Proprietorship), to ensure that all of the required documents are included. WE ARE REQUESTING THAT ALL DOCUMENTS BE SUBMITTED ELECTRONICALLY USING THE ONLINE PORTAL FOUND HERE: <https://marylandmdbe.mdbecert.com/>