

## Providing our Partners with the Right Resources

The **Division of Minority and Women's Business Development's** (DMWBD) mission is to promote the equality of economic opportunities for minority and women-owned business enterprises (MWBEs) and to eliminate barriers to their participation in New York State government contracting.

The DMWBD **Business Development Unit** (BDU) is a conduit in fulfilling this mission.

The BDU implements strategies and opportunities to provide valuable information and resources to MWBEs with the goal of aiding in their participation and success in New York State contracting.

As a **valued partner** to the DMWBD, the Business Development Unit would like to provide you with information and resources you can use in your engagement with businesses.

### Partner Resource Guide Includes:

- **MWBE Certification** Frequently Asked Questions
- Information for **Newly Certified MWBEs**
- **Agency Resources** for NYS Certified MWBEs

## Need Help with an Answer? Customer Care is Here to Support!

There will be cases when you are not able to provide the right answer or resource to a business owner **and that is ok!**

DMWBD is proud to announce our new **Customer Care Unit**. This dedicated team of representatives are available to assist business owners with questions you may not be able to answer! Our team is equipped to address a multitude of issues including NYS MWBE Certification application status, application requirements, recertification, profile update processes, and more!

The Customer Care Unit strives to provide exceptional customer service to all business owners and interested parties through accuracy, transparency, trust and professionalism.

Please direct business owners and interested parties to our Customer Care Unit for prompt and direct assistance. They are available Monday thru Friday, 9am – 5pm:

- **Customer Care Hotline: 212-803-2414**
- **Customer Care Email: [MWBECertification@esd.ny.gov](mailto:MWBECertification@esd.ny.gov)**

***We ask all partners to refer business owners and interested parties to the Customer Care Unit in lieu of direct referral to DMWBD staff.***

**HAVE QUESTIONS? Customer Care Hotline: (212) 803-2414 | Email: [MWBECertification@esd.ny.gov](mailto:MWBECertification@esd.ny.gov)  
[www.esd.ny.gov/mwbe.html](http://www.esd.ny.gov/mwbe.html)**

# Information for Newly Certified MWBEs



## Division of Minority and Women's Business Development

### Leveraging your Certification

Utilize your MWBE certification to grow your business with New York State!

#### Understand How to Do Business with New York State

Learn New York State's procurement practices, how to identify bid opportunities, learn tips for successful bidding, resources for technical assistance, and more.

<https://esd.ny.gov/doing-business-ny/mwbe/mwbe-business-resources>

### Free Technical Assistance

There are many resources throughout New York State that can help your business with procurement assistance, capital access, and more:

#### Empire State Development Entrepreneurship Assistance Centers

<https://esd.ny.gov/entrepreneurship-assistance-centers>

#### Procurement Technical Assistance Centers

<https://www.aptac-us.org/find-a-ptac/?state=NY#>

#### Small Business Development Centers

<https://nysbdc.org/locations.html>

### Locating Contracting Opportunities

New York State procurement opportunities may be found in numerous ways. We suggest the following resources:

**New York State Contract Reporter** New York State's official source of contracting opportunities \$50,000 and above. By registering for a FREE account your business will be able to search for procurement opportunities from NYS agencies, public authorities, and public benefit corporations.

<https://www.nyscr.ny.gov/>

**Open Book New York** Provides data on active New York State contracts. Also, serves as a great resource when searching for prime contractors.

[www.openbooknewyork.com](http://www.openbooknewyork.com)

**Individual Agency Websites** Many agencies will list current and upcoming procurement opportunities on their individual websites.

A full list of NYS agencies can be found at:

[www.ny.gov/agencies](http://www.ny.gov/agencies)

### Financing Your Business

New York State has a wide array of programs and initiatives to support small businesses in maximizing their opportunities for success, including:

**Small Business Loan Resources** Information to help understand the various small business loan options.

<https://esd.ny.gov/small-business-loan-resources>

**Bridge to Success** Provides access to short term loans for NYS certified businesses.

<https://esd.ny.gov/bridge-success-loan-program>

**Surety Bond Assistance Program** Provides technical and financial assistance to help contractors secure surety bonding.

<https://esd.ny.gov/new-york-state-surety-bond-assistance-program>

**Capital Access Program** \$19 million program that will provide matching funds to financial institutions for loan loss reserves as an incentive to increase small business lending.

<https://esd.ny.gov/capital-access-program>

#### Directory of Alternative Lending Programs

[www.esd.ny.gov/smallbusiness/alternativefunding](http://www.esd.ny.gov/smallbusiness/alternativefunding)

**Empire State Digital** Through partnerships with leading global e-commerce and e-payment providers, connects New York based businesses with education, access and resources needed to digitize, expand and adapt to the new economy.

[www.esd.ny.gov/empire-state-digital](http://www.esd.ny.gov/empire-state-digital)

**NYS Directory of Small Business Programs** designed to help small businesses access resources for business planning, operations, and growth.

[https://esd.ny.gov/sites/default/files/SmallBizDirectory\\_January2020.pdf](https://esd.ny.gov/sites/default/files/SmallBizDirectory_January2020.pdf)

# Agency Resources for NYS Certified MWBEs



## Division of Minority and Women's Business Development

### Empire State Development

Promotes a vigorous and growing state economy, encourages business investment and job creation, and supports diverse, prosperous local economies across New York State.

[www.esd.ny.gov](http://www.esd.ny.gov)

### Division of Minority and Women's Business Development (DMWBD)

Promotes equality of economic opportunities for MWBEs and eliminates barriers to their participation in state contracts. We supplement New York State's economic leadership with information and resources that increase access to information and opportunities for minority- and women-owned businesses throughout the state.

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

### DMWBD COVID-19 Assistance for MWBEs

Important information about COVID-19 resources, business development assistance and loan resources for New York State MWBEs.

<https://esd.ny.gov/mwbe-covid19-resources>

### Division of Small Business & Technology Development

Directs a wide array of programs and initiatives to support small business growth and help entrepreneurs maximize their opportunities for success.

<https://esd.ny.gov/doing-business-ny/small-business-hub>

(800) 782-8369

### Office of General Services

Oversees NY State's Centralized contracts, offering contracting and sub-contracting opportunities in commodities, technology, and services. Learn Bidding 101 with a guide to successful bidding on OGS Centralized contracts and more.

[www.ogs.ny.gov/procurement/do-business-new-york-state](http://www.ogs.ny.gov/procurement/do-business-new-york-state)

### NYS Department of Labor

Protects workers, assists the unemployed and connects job seekers to Jobs.

[www.labor.ny.gov](http://www.labor.ny.gov)

(518) 457-9000 | (888) 469-7365

### NYS Department of State

Provides many essential services to New Yorkers—professional and business licensing, incorporation, consumer protection and local government services.

[www.dos.ny.gov](http://www.dos.ny.gov)

### Division of Corporations, State Records, and Uniform Commercial Code

Examines, files, and maintains documents vital to business and state government.

[www.dos.ny.gov/corps](http://www.dos.ny.gov/corps)

(518) 473-2492

### Division of Licensing Services

Oversees the licensure, registration, and regulation of thirty-two occupations throughout the state.

[www.dos.ny.gov/licensing](http://www.dos.ny.gov/licensing)

(518) 474-4429

### NYS Worker's Compensation Board

Protects the rights of employees and employers by ensuring the proper delivery of benefits to those who are injured or ill, and by promoting compliance with the law.

[www.wcb.ny.gov](http://www.wcb.ny.gov)

### Disability Benefits

Disability and Off-The-Job claims

(518) 462-8882 | (800) 353-3092

### Bureau of Compliance

Workers Compensation and Disability Insurance Coverage

(518) 462-8882 | (866) 298-7830

### Advocate for Business

Employer's issues related to Worker's Compensation

(518) 486-3331 | (800) 628-3331

# MWBE CERTIFICATION

## Frequently Asked Questions



Division of Minority  
and Women's  
Business Development

### Certification eligibility criteria:

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

### Minority groups eligible for certification:

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

### MWBE applicants must successfully demonstrate the following:

- **Ownership, Operation and Control:** Firm must be independently owned, operated and controlled by minority and/or women members. The ownership must be real, substantial and continuing, and owner(s) must exercise the authority to control and independently operate the day-to-day business decisions.
- **Personal Net Worth (PNW) Restriction:** Each minority or woman owner seeking certification cannot have a personal net worth exceeding \$15 million after allowable deductions<sup>1</sup>.
- **Small Business Restriction:** Firm cannot exceed 300 full-time and/or part-time employees.
- **Independent, Active and In Business One Year:** Firm must operate independently of other firms, demonstrate business activity and be in operation for at least one year.
- **Out of State Applicants:** Firm should be certified as an MWBE in their home state, if a similar program exists, be registered and authorized to conduct business in New York State and have a business presence in New York State.

### How to apply for certification?

Apply online using the New York State Contract System (NYSCS): <https://ny.newnycontracts.com>

Firms can use NYSCS to submit:

- **New Certification Applications and One Stop Addendum**
- Qualifying new applicants can simultaneously submit up to three (3) One Stop Addendums with the fully completed NYS MWBE certification application to DMWBD. If you are certified with NYS, the application will be forwarded to the other MWBE program(s) you chose: Joint Certification Committee of Erie County and City of Buffalo\*, New York City Small Business Services\*, and/or Port Authority of New York/New Jersey (optional)
- **Fast Track applications\*** – NYS MWBE application for firms certified by a Fast Track Partner Agency. Firms already certified through one of the partner agencies may submit a NYS MWBE application through the Fast Track Partners Program.
- **Re-Certification Applications** – every 5 years
- **Certification and Vendor Profile Updates**

### What are the benefits of certification?

- Become eligible for MWBE procurement and contracting opportunities with NYS Agencies and Authorities.
- Utilize lending and bonding programs created exclusively for NYS certified MWBEs.
- Become listed on the NYS MWBE Directory of Certified Firms.
- Receive customized alerts for upcoming procurement opportunities by registering with the NYS Contract Reporter.
- Gain access to statewide network of services and support for MWBEs, including invitations for business development workshops.

\* NOTE: Participating certification program may have geographic restrictions.

<sup>1</sup> The personal net worth of each individual upon which certification is relied upon cannot exceed \$15 million, as adjusted annually for inflation according to the consumer price index to reflect the current buying power of \$15 million in the year 2019. To determine the current net worth threshold, applicants should refer to the consumer price index maintained by the United States Department of Labor, Bureau of Labor Statistics.