

For Businesses with Minority Supplier Diversity Council (MSDC) Certification Minority Business Enterprise (MBE) Application

Dear Business Owner:

The Division of Minority and Women Business Development has entered into a formal agreement to accept certifications from New Jersey-based businesses that are certified with the New York/ New Jersey and Pennsylvania/New Jersey/ Delaware chapters of the Minority Supplier Diversity Council (MSDC) free of charge¹.

To apply for a New Jersey certification, please submit the following:

1. A copy of your letter of certification from the Council
2. A copy of your completed certification application submitted to the Council, *excluding* the supporting documents
3. A completed State of New Jersey MBE Application (attached) *excluding* the supporting documents
4. Affidavit authorizing the release of the MSDC files on your business to DMWBD (attached)

Please send these documents to the following address:
NJ Division of Minority and Women Business Development
P.O. Box 026
Trenton, NJ 08625

The State of New Jersey reserves the right to request additional documentation from your business and to contact you to schedule a site visit. In addition, any changes to your certification status with the outside agency/program prior to receiving certification approval from the Division must be reported within 10 business days.

Your M/WBE certification with the State of NJ is valid for 3 years. Annually, the business must submit, not more than 20 days prior the anniversary of the certification, an annual verification statement, in which it shall attest to the current status of ownership, control or any other factor of the business affecting eligibility for the certification as a minority or women-owned business.

If the business fails to submit the annual verification statement by the anniversary date, the certification will lapse and the business will be removed from the SAVI database² that lists certified minority and women-owned businesses. If the business seeks to be certified, it will have to reapply.

If the business submits the annual verification statement by the anniversary date, but either the verification statement or the information received by the Division indicates that the business is no longer eligible for certification as a minority or women-owned business, the Division shall revoke the certification pursuant to this chapter and following revocation, the business shall be removed from the SAVI. The business may appeal this revocation pursuant to the procedures set forth at N.J.A.C. 17:46-1.8.

If you require further information, please call (609) 292-2146 or fax us at 609-292-8764.

¹ The NJ MBE Certification with MSDC certificate is not a reciprocal agreement

² NJSAVI (New Jersey Selective Assistance Vendor Information) is a database that identifies businesses that are registered as an SBE and/or certified as an M/WBE with the State of New Jersey. The NJSAVI marketplace also aids in matching buyers and vendors for private contracting opportunities.



THE STATE OF NEW JERSEY

Department of the Treasury

Division Of Minority and Women Business Development

For Businesses with Minority Supplier Diversity Council (MSDC) Certification Minority Business Enterprise (MBE) Application

Print or Type

Firm Name _____

D/B/A or T/A _____

Mailing Address _____

City _____ State _____ Zip _____

Provide full address of principal place of business

County _____

Phone _____

Fax Number _____

E-Mail _____

Website _____

Contact Person (M/F) _____

Title _____

Federal ID # _____

Social Security # _____

DO NOT WRITE IN THIS SPACE

For Agency Use Only

DMWBD Receipt Date:

Revenue Receipt Date:

Check #: _____

Referring MSDC Chapter:

MSDC NJ/ NJ _____

MSDC PA/DE/ NJ _____

AI Letter Sent Date _____ Int. _____

Approved _____ Date _____ Int. _____

Disapproved _____ Date _____ Int. _____

ANSWER ALL QUESTIONS OR APPLICATION WILL NOT BE PROCESSED

1. Name of Firm President/Chief Executive Officer/Managing Member/Owner

_____ President and/or CEO	_____ Managing Member	_____ Owner
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1a. Name & title of officer of the firm who can be contacted during the application review process.

Name: _____ Title: _____

2. Method of Acquisition (*check all that apply*):

Start New Business

Bought Existing Business

Date of acquisition: _____

Secured Franchise/ Concession

Merger or Consolidation

Inherited Business

Other

3. Name, position & ethnicity of all principals with ownership interest. (*Check all that are applicable. If no positions are held, write "None".*)

Name	Position	Group Code*	% Owned	Sex	US Citizen or Permanent Resident Alien

*Group Code Key (*Please refer to regulations for definitions*)

01 – African American

02 – Hispanic American

03 – Asian American

04 – Native American

05 – Non-Minority Female

06 – Other

4. Gross Receipts (Sales). Please provide total gross sales for the last 3 years.
(You must have some revenue to apply for and receive MBE/WBE status, even if it is for less than one year-cannot be zero income)

Current year _____ Last year _____ Previous year _____
year year year

5. Construction-related industry list **construction craft codes** (http://www.nj.gov/njbusiness/contracting/construction_craft_codes.shtml)
5-digit codes (12 codes maximum)

6. For all other non-construction related industries, select from the NIGP **Commodity/Services codes** and enter the **5-digit codes** that most accurately describe the goods and services your firm provides. (www.state.nj.us/treasury/purchase/commcode.htm) (12 codes maximum)

An Applicant who fails to comply with specifically requested additional information or documentation shall be considered in non-compliance and shall be subject to rejection



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VERIFICATION
MUST BE SIGNED, DATED AND NOTARIZED

STATE OF)
COUNTY OF) SS

(A) _____, being duly sworn, states that I am the owner
Name of President or Owner
(Or a partner/member in) of the enterprise making the foregoing Application and that the
statements and representations made in the Application are true to his or her own
knowledge.

(B) _____ being duly sworn, state that I am the
Title Name of Business
of the firm making the foregoing Application, that I have read the Application and know its contents, that
the statements and representations made in the Application are true to my knowledge, and that the
Application is fully authorized by the firm (if a corporation, fully authorized by the Board of Directors).

Signature of President, Owner or Managing Partner Printed Name

Title _____ Date _____ Phone _____

Notary Seal Sworn to before me this ___the day of _____ 20__

Notary Public

Person assisting in completing the application: _____
Name Telephone Number

NOTE: Applicant must also sign Fraud Statement

Fraud Statement: I attest that the information contained in this application has been completed as directed and that the
information is accurate to the best of my knowledge. I understand that any information willfully falsified or omitted may result
in penalties outlined in N.J.S.A. 12A:17:46 and/or in prosecution under New Jersey's fraud statutes and liability to attendant
civil or criminal penalties.

I have read and acknowledge the foregoing:

Signature of Applicant

3 Only the signature of the owner or president of a corporation is acceptable. For a partnership, only a General Partner may sign; the signature of
a Limited Partner is not acceptable. For an LLC, the Managing Member must sign.



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**AUTHORITY FOR RELEASE OF INFORMATION
MUST BE SIGNED, DATED AND NOTARIZED**

I hereby authorize the New York & New Jersey Minority Supplier Development Council, Inc. ("The Council") to release to the New Jersey Department of the Treasury, Division of Minority and Women Business Development ("DMWBD") any and all information that was submitted by _____ for minority business enterprise ("MBE") certification, which they have in their files. Such release is solely for the limited purpose of applying for the expedited review process by the DMWBD.

I hereby release The Council and the DMWBD from any liability or damage which may result from furnishing such information requested above.

First Name Last Name

Title

Council-certified Company

Street Address City State Zip Code

Email

Phone

AFFIDAVIT

State of New Jersey: (As Applicable)

Before me personally appeared the said _____ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose thereof.

Sworn to and subscribed in my presence this day of ____, 20__ .



State of New Jersey

JON S. CORZINE
Governor

Department of the Treasury
Division of Minority and Woman Business Development
33 West State Street, 1st Floor
P.O. Box 026
Trenton, New Jersey 08625-0026
Phone: 609-292-2146 Fax: 609-292-8764

.DAVID ROUSSEAU
State Treasurer

Frequently Asked Questions on the Minority Certification Programs for Businesses with MSDC Certification

- 1. What is a Minority and/or Women Owned Business Enterprise (MWBE) certification?**
 - a. MWBE's are encouraged to become certified with the State so that we can accurately and timely assess the share of procurement activity recorded by this group compared to the share of business registered by non MWBE vendors. In addition, private firms and municipal (not State) governments may require proof of an MWBE certificate.*
- 2. Where can I send minority certification application?**
 - a. Send it to the NJ Division of Minority and Women Business Development, P.O. Box 026 Trenton, NJ 08625*
- 3. How long does it take before I get a decision on my application?**
 - a. You will receive a response generally within 4 weeks after your application is received.*
- 4. What happens when my application is approved?**
 - a. You will receive a letter and a certificate in the mail.*
- 5. What happens if my application is incomplete?**
 - a. We will send you a request for additional information. You will be asked to respond within 30 days to prevent an automatic denial of your application.*
- 6. What happens if my application is denied?**
 - a. You will receive a letter explaining why your application was denied. The letter will also explain that we need to receive a letter from you on your company letterhead within 10 days if you wish to appeal the denial.*
- 7. Where can I get help in filling out my application?**
 - a. For one-on-one assistance, visit your local Small Business Development Center. For a complete listing, go to <http://www.njsbdc.com/contact/>*
- 8. How long will my MBE certification last?**
 - a. Your certificate is valid for three years. Please note that you will have to send in annual verification forms at the end of years one and two or your certification will be revoked.*

9. My current NJ State MWBE certification is going to expire. Do I have to recertify my business?

- a. *You no longer recertify your business under the new rules and regulations. You must submit a new application with the required information. As noted above, under the new certification, you will need to send in annual verification forms at the end of years one and two or your certification will be revoked.*

10. What happens if I lose my registration/certificate?

- a. *You may ask for a replacement by sending your request to us on your company letterhead. You may mail your request to us or fax (609-292-8764) it to us.*

11. Can I use my MWBE to compete for bids under the Small Business Set Aside law?

- a. *The New Jersey contracting process is race and gender free so you don't need a MWBE designation. You need a SBE designation to compete under the Set Aside Act (Refer to response to Question #17).*

12. What if I have a bid due before the 4 week response time?

- a. *You must submit via fax (609-292-8764) a request for expedite of your application and accompany this request with a copy of the bid page that contains the bid due date. Please note that the application must be properly completed and all required support documentation must be received by our office before we are able to begin processing your request.*

In cases where a prime is requiring a sub-contractor to obtain a registration or certification, you must submit a notarized letter from the prime, on their letterhead, stating that there is a commitment to award the sub-contract if in fact registration/certification is provided. A copy of the bid page that contains the bid due date must be attached to the letter from the prime.

Where/When feasible we will issue an expedite certificate five days before the bid due date.

NOTE: Submitting an application does not mean that you will automatically receive an approval. You need to submit your application and the front page of the bid for review to the Division at least 48 hours before the bid opening date. If you submit your application with less than 48 hours before the bid opening, there may not be enough time to process your application or answer any questions.

13. Where do I get information on new bids from State agencies, universities and authorities?

- a. *The Division offers a centralized database that posts all statewide bids which you can access anytime by keyword, agency or commodity code. Go to <http://www.nj.gov/njbusiness/contracting>. Refer to the right hand side banner Online Services, click on Statewide Bid Opportunities.*

For guidance on how to navigate and maximize the potential of the State's procurement process, small businesses are encouraged to contact the New Jersey Office of Supplier Diversity at 609-984-1036 or njosd@treas.state.nj.us.

14. Can I get automatic notification of new bid opportunities?

- a. *You can sign up to get customized email notifications for opportunities within the goods, service, or construction field you identify as being of interest. The identification of goods, services or construction field will be based on the National Institute of Governmental Purchasing, Inc, NIGP code, which you must provide. Go to http://www.nj.gov/njbusiness/contracting/bid/learn_about.shtml*

For those of you that are familiar with the North American Industry Classification System (NAICS) and need to find an equivalent NIGP code you can do so by searching for similar wording or description. The State Department of the Treasury has an NIGP lookup tool that be can be accessed by going to:

<http://www.state.nj.us/treasury/purchase/commcode.htm>

15. Where can I find the commodity and construction codes?

- a. Commodity and construction codes consist of expense account codes that provide information and/or descriptions of the nature of the purchases (goods, services, construction field) made by state agencies. Constitutes a system of identifying a commodity by an assigned number. Go to:*

<http://www.state.nj.us/treasury/purchase/commcode.htm>

16. What is a Small Business Enterprise (SBE) registration?

- a. The SBE registration is **required** to compete for contracts under the Small Business Set Aside Act. The small business set-aside program was established with the goal of awarding 25 percent of state and purchase order dollars to small businesses. Go to*

<http://www.nj.gov/njbusiness/contracting/> for a listing of the standards for eligibility and to obtain an application form.

17. Is a business registration with the State of New Jersey, Division of Revenue the same as a small business registration with your Division?

- a. No, these are two different types of registrations. A business registration with the Division of Revenue will ensure that the business is registered for applicable taxes and related liabilities. Businesses must submit to the Division of Revenue the Business Registration Form (NJ-REG) and if applicable, the Public Records Filing for New Business Entity form. After registering, businesses will receive the forms, returns, instructions and other information required for on-going compliance with New Jersey State taxes.*

For more information on the Business Registration Form, please see

<http://www.state.nj.us/treasury/revenue/busregcert.htm>

18. Do you give out grants?

- a. While the Division does not give grants, you may explore other funding sources by calling the Economic Development Authority Customer Care line at 609-777-4898 or your local Small Business Development Center <http://www.njsbdc.com/contact/>.*