



For office use only:

Date received: _____

M/WBE code: _____

Date approved: _____

Approved by: _____

Vendor no.: _____

M/WBE CERTIFICATION APPLICATION

(Please type or print)

1. GENERAL BUSINESS INFORMATION

Business Name _____

Business Street Address _____

Business Mailing Address _____

Telephone Number _____ Fax Number _____ E-mail Address _____

2. LEGAL STRUCTURE: (See page 5 for definitions)

() Sole Proprietor _____ Date established _____

() Partnership _____ Date established _____

() For-Profit Corporation _____ Date established _____

() Joint Venture _____ Date established _____

() Nonprofit Corporation _____ Date established _____

Certification Category requested:

() African American () Hispanic () Woman

3. PERSONNEL:

Please use the following to classify women/minority persons: AM-African American male, AF-African American female, HM-Hispanic male, HF-Hispanic female, WM-Non Hispanic White male, WF-Non Hispanic White female and identify the number of individuals, including owners, that are currently employed by the business in the following areas:

	Total number of employees	AM	AF	HM	HF	WF
Management	_____					
Administrative/Clerical	_____					
Professional/Technical	_____					
Craftsperson/Laborers	_____					

Provide a copy of the business affirmative action statement, if one is available.

Please submit the following documents with your application, based on your company's legal structure.

Corporation: (See page 5 for definition)

1. Articles of Incorporation
2. Corporate By-laws
3. US Tax Return Form 1120/1120s, with schedules
4. Proof of Citizenship or Residency
5. Resume of Owners and Key Personnel
6. Birth Certificate or Drivers License
7. Corporate Bank Resolution/Bank Signature Card
8. Proof of Insurance (Bonding if applicable)
9. Lease agreement
10. All Business/Professional/Licenses
11. Vendor Application and Jessica Lunsford Act
12. Stock Certificate with Transfer Ledger
13. Loan Agreement(s) or Promissory Note

Sole Proprietor: (See page 5 for definition)

1. Fictitious Name Affidavit (see page 4)
2. U.S. Tax Return Form 1040-C
3. Items 4 through 11 from the above list

Partnership: (See page 5 for definition)

1. Partnership Agreement
2. U.S. Tax Return Form 1065, with Schedules
3. Profit Sharing Agreements
4. Items through 13 from the above list (if applicable)

Limited Liability Company: (See page 5 for definition)

Operating agreement (if applicable)
U.S. Tax Return (as appropriate)

4. CERTIFICATION

Indicate if the business shares common officers, owners, directors or management personnel with another business that has received, been denied or had its certification revoked as an MBE/DBE/WBE or SBA 8(a) Certified Contractor. Indicate the name of the certifying agency or authority, as well as the date and type of determination (certification/denial/revocation).

Agency: _____

Determination: _____

Date: _____

5. OWNERSHIP:

a. Identify the owner, each partner, or stockholder by name, as well as his/her (C) citizenship or (R) residency status, gender, ethnicity, and percentage of ownership.

Name	Owner Shareholder	Resident or US Citizen	Gender	Ethnicity	%Owned

b. Indicate the following if the business is a corporation: Number of shares authorized:_____ Shares issued:_____

c. Is/Are there a stock option agreement? Yes _____ No _____ If yes provide a copy of each agreement.

6. OPERATIONAL CONTROL: Provide the name, title, race/ethnicity, and gender of each individual (including owners and non-owners) with the primary responsibility for the following:

	Name and title	Race/Ethnicity/Gender
a. Check signing		
b. Payroll signing		
c. Signing and guaranteeing loans		
d. Acquiring lines of credit		
e. Acquiring surety bonding and insurance		
f. Purchasing major equipment/services		
g. Signing contracts/change orders/payment requisitions		
h. Estimating		
i. Qualifying the company for professional/trade license(s)		
j. Hiring and firing managerial employees		
k. Hiring and firing non-managerial employees		
l. Supervising field/operations		
m. Supervising office personnel		
n. Identify the Officers and Directors of the company		

Directors _____

Officers _____

7. BUSINESS RELATIONSHIPS: Provide information for each of the following:

- a. Bonding Company: _____ Agent Name: _____
Phone Number: (____) _____ Single Contract: _____ Aggregate: _____
- b. Banks Name(s): _____ Branch: _____
Contact Person: _____ Phone Number: (____) _____ Credit limit: _____
- c. Identify the company's creditors, including banks, and the amount of money owed to each:

Creditor	Loan Guarantor(s)	Address & Telephone	Loan Amount

- d. Insurance Company: _____
Type of Insurance: _____
Limits: _____

8. BUSINESS ACTIVITY:

List the business' three largest contracts or jobs.

Contract/ Job Type	Owner	Contact Person	Telephone Number	Contract Amount	Bonded Yes/No

9. EQUIPMENT: List the type and value of major equipment that is owned (O) or leased (L) by the business:

Equipment	O/L	Value (\$ amount)

10. M/WBE JOINT VENTURE - Joint ventures must provide a copy of a joint venture agreement.

NOTE: If after filing this application, there is any significant change in the information submitted herein, you must inform the Division of Business Development and Assistance of the change, or the company may be denied certification. Certified companies must inform the Division of Business Development and Assistance of any changes in the information contained herein, which forms the basis of certification. Failure to do so may result in denial, revocation or suspension of certification. Joint Ventures will be considered and recommended by the Construction Contract Review committee (CCRC) on a project by project basis. Joint Venture agreements will be reviewed by the Division of Business Development and Assistance prior to award, to establish that Minority/Women Business Enterprises are sharing in the profits, risks, and management of the joint venture commensurate with their ownership.

M/WBE CERTIFICATION APPLICATION

AFFIDAVIT

STATE OF _____:

COUNTY OF _____:

I hereby declare and affirm that I am the _____ (Title)
of: _____ (Firm)

that I am duly authorized to execute the foregoing M/WBE Certification Application, and that the contents of said document(s) are complete, true and correct to the best of my knowledge and belief. I hereby certify that the documents include all material information necessary to identify the true and lawful owners of the subject business enterprise. Further, the undersigned is notified of their responsibility to submit an updated Minority/Woman Business Enterprise Certification Application whenever a change occurs in ownership, management or control of the company. Any M/WBE applicant, certified M/WBE principal(s) and all related parties, who misrepresent the status of any concern as a M/WBE, or is a party to such misrepresentation to obtain business or contracts with the School Board under the Business Development and Assistance program, **will be suspended from doing business with the School Board for fourteen (14) months.**

(Corporate Seal), if appropriate

Minority/Woman Owner's Signature

On this _____ day of _____, 20 _____, personally appeared before me, the undersigned officer authorized to administer oaths: _____
known to be the person described in the foregoing affidavit, who acknowledged that he/she executed the same in the capacity stated and for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

SEAL

Key words definitions:

Corporation

A Corporation is a legal entity, created by statute (i.e., the state) with all the rights, privileges and responsibilities of a natural person; possessing the attributes of limited liability, centralized management, continuity of life and free transferability of interest.

For-Profit Corporation

A for-profit corporation is a corporation created for the purpose of conducting business in the widest sense of the term. In Florida, such a corporation may be organized generally under Chapter 607, Florida Statutes, but may take on special attributes as prescribed by other subservient chapters.

Nonprofit Corporation

A nonprofit or not-for-profit corporation is a corporation normally thought of as one created for religious, charitable, educational or eleemosynary purposes that is generally formed under Chapter 617, Florida Statutes. However, the terms non profit or not-for-profit, as a type of corporation, do not preclude these entities from engaging in a profit making situation. In fact a nonprofit corporation is not necessarily a charitable corporation or one that is tax exempt. They are corporations that may not distribute their income to a member, director or officer other than as provided by law.

Partnership

An unincorporated organization with two or more members is generally classified as a partnership for federal tax purposes if its members carry on a trade, business, financial operation, or venture and divide its profits. However, a joint undertaking merely to share expenses is not a partnership. For example, co-ownership of property maintained and rented or leased is not a partnership unless the co-owners provide services to the tenants.

Limited Liability Company/Corporation

A Limited Liability Company (LLC) is an entity formed under state law by filing articles of organization as a LLC. Unlike a partnership, none of the members of a LLC are personally liable for its debts. A LLC may be classified for federal income tax purposes as either a partnership, a corporation, or an entity disregarded as an entity separate from its owner by applying the rules in section 301.770-3 of the IRS code.

Sole Proprietorship

A sole proprietorship is an unincorporated business that is owned by one individual. It is the simplest form of business organization to start and maintain. The business has no existence apart from you, the owner. Its liabilities are your personal liabilities. You undertake the risks of the business for all assets owned, whether used in the business or personally owned.

Fictitious Name

A Fictitious Name Registration is required of individuals who do business under any name other than their legal personal name or a property registered corporate name, partnership, trademark, or Limited Liability Company.

Joint Venture

A Joint Venture (JV) is an entity formed between two or more parties to undertake economic entity together. The parties agree to create a new entity by both contributing equity, and they then share in the revenues, expenses, and control of the enterprise. The venture can be for a specific project only, or a continuing business relationship. The joint venture refers to the purpose of the entity and not to the type of the entity. Therefore, a joint venture may be a corporation, limited liability company, partnership or other legal structure, depending on a number of considerations such as tax and tort liability.

You can also download applications on our website at: **www.dadeschools.net/mwbe**

RETURN COMPLETE APPLICATION AND SUPPORTING DOCUMENTS TO:

MIAMI-DADE COUNTY PUBLIC SCHOOLS

DIVISION OF BUSINESS DEVELOPMENT AND ASSISTANCE

1500 BISCAYNE BOULEVARD, SUITE 128

MIAMI, FL 33132