



City of Kansas City Missouri

Human Relations Department

Minority, Women, and Disadvantaged Enterprise Program (MWDBE)

Please make a selection:

 I am applying **ONLY** for certification as a **Minority/Women’s Business Enterprise (MBE/WBE)** under **Chapter 38, Sections 84 – 100 of the Code of Ordinances of the City of Kansas City.**

Choose one: **MBE** **WBE**

Requirements:

- The minority or female owner must possess at least 51% ownership, management, and control of the business.
- The minority or female owner must have the training/expertise to perform the work, and where required, have a license in his or her name.
- The firm must be independent and currently operating.
- Principal place of business must be within the seven county Greater KCMSA (consisting of Cass, Clay, Johnson, Jackson, Platte, Wyandotte, and Leavenworth); and
- The firm maintains full time employees in one or more of the firm’s offices within the KCMSA to conduct business or solicit business in the KCMSA the majority of the working time; and
- The firm has transacted business more than once in the KCMSA within the last three years; and
- The firm has been in existence in the KCMSA at least one year prior to application for MBE/WBE program.
- The firm must meet the Small Business Administration (SBA) Size Standard(s) for its industry classification(s)

Complete the Uniform Certification Application on pages 1 through 8.

Do not sign the Affidavit of Certification on pages 9 and 10.

Submit the items on the checklist on page 11 and the list on Appendix A.

Complete and sign the MBE/WBE Affidavit of Certification.

 I am applying **ONLY** for certification as a **Disadvantaged Business Enterprise (DBE)** under **49 Code of Federal Regulations Part 26.**

Requirements:

- The minority or female owner must possess at least 51% ownership, management, and control of the business.
- The minority or female owner must have the training/expertise to perform the work, and where required, have a license in his or her name.
- The firm must be independent and currently operating.
- The firm must meet the Small Business Administration (SBA) Size Standard(s) for its industry classification(s)
- Applicant must have a Personal Net Worth of less than \$1,320,000, excluding value of home and ownership interest in the business. There are no local presence requirements.

Complete the Uniform Certification Application on pages 1 through 8.

Sign the Affidavit of Certification on pages 9 and 10.

Submit the items on the checklist on page 11 and the list on Appendix A.

Complete the MRCC Personal Financial Statement.

 I am applying for certification **BOTH** as a **Disadvantaged Business Enterprise** under **49 Code of Federal Regulation Part 26 AND** as a **Minority/Women Business Enterprise** under **Chapter 38, Section 38-84 – 38-100 of the Code of Ordinances of the City of Kansas City.**

Choose one: **MBE** **WBE**

Requirements:

- See requirements listed above for both programs.

Complete the Uniform Certification Application on pages 1 through 8.

Complete and sign the Affidavit of Certification on pages 9 and 10.

Submit the items on the checklist on page 11 and on the list on Appendix A.

Complete the MRCC Personal Financial Statement.

In addition to the Disadvantaged Business Enterprise and the Minority/Women Business Enterprise, we are encouraging all companies that qualify to apply for the Small Local Business Enterprise (SLBE) Certification Program.

_____ I am applying for certification as a Small Local Business Enterprise (SLBE) under Chapter 38, Section 38-82.1 – 38-82.11 of the Code of Ordinances of the City of Kansas City.

Advantages of SLBE Certification:

- Listings in KCMO's MWDBE Directory, this is updated daily and is accessible on the City's website at <http://www.kcmo.org>.
- Access to free workshops, seminars, and training classes
- Regional Electronic notification of contract opportunities, RFPs, and RFQs
- Bid incentives to SLBE firms that qualify
- Race & Gender neutral –open to all who qualify
- Establishes a sheltered market for small businesses to grow and compete among their peers
- No MWDBE goals applicable on eligible contracts

Requirements:

- The owner must possess at least 51% ownership, management, and control of the business.
- The owner must have the training/expertise to perform the work, and where required, have a license in his or her name.
- The firm must be independent and currently operating.
- The firm must be operating as for-profit.
- Principal place of business must be within the seven county Greater KCMSA (consisting of Cass, Clay, Johnson, Jackson, Platte, Wyandotte, and Leavenworth); and
- The firm maintains full time employees in one or more of the firm's offices within the KCMSA to conduct business or solicit business in the KCMSA the majority of the working time; and
- The firm has transacted business more than once in the KCMSA within the last two years.
- Firms are certified for 3 years and must submit annual updates, and notify HRD of any changes in ownership or control.
- The firm has annual gross receipts that, when added with those of its subsidiary or subsidiaries over three (3) consecutive years, do NOT exceed five percent (5%) of the applicable business size standard for the SBA General Contractor Classification NACIS Code 236220, or \$1.675M (5% of \$33.5M).

Complete the Uniform Certification Application on pages 1 through 8.

Submit the items on the checklist on page 11 and on the list on Appendix A.

Complete and sign the SLBE Affidavit of Certification.

Airport Concession DBE (ACDBE) Certification Program

_____ I am applying for certification as an Airport Concession DBE (ACDBE) under 49 Code of Federal Regulations Part 23.

Requirements:

- The minority or female owner must possess at least 51% ownership, management, and control of the business.
- The minority or female owner must have the training/expertise to perform the work, and where required, have a license in his or her name.
- The firm must be independent and currently operating.
- The annual gross receipts for most firms (including its affiliates), averaged over the previous three year fiscal years, do not exceed \$52.47 million. Certain types of business have size standards that differ from the standard: (1) Banks:\$1.0 billion in assets; (2) Car rental companies: \$69.97 million average gross receipts over the firm's three previous fiscal years; (3) Pay telephones: 1,500 employees; (4) automobile dealers: 350 employees,
- Applicant must have a Personal Net Worth of less than \$1,320,000, excluding value of home and ownership interest in the business. There are no local presence requirements.