

City of Philadelphia – Office of Economic Opportunity

**INSTRUCTIONS FOR COMPLETING
THE CITY OF PHILADELPHIA
MINORITY/WOMAN/DISABLED BUSINESS ENTERPRISE
CERTIFICATION AFFIDAVIT**

Part One General Overview

All firms applying for certification under Executive Order 02-05 as a Minority, Woman and/or Disabled Business Enterprise must complete the Certification Affidavit and submit it to the Office of Economic Opportunity (OEO) for determination of eligibility. Similarly, firms seeking Recertification or Reciprocal Certification must complete and submit the appropriate sections of the Certification Affidavit; see Part Three and Four of these Instructions. Before a determination of eligibility is made, additional information may be requested. The OEO may also perform an on-site inspection at the firm's place of business and/or conduct an interview with the firm's principals at the OEO offices.

Any documentation required by OEO in connection with its review of an application shall be submitted by the applicant in a timely manner which shall be no more than fifteen (15) business days from the date of OEO's written request; applicants failing to submit the documentation within this time period will have their application returned as incomplete. Applications must be dated, notarized and signed in ink.

Certification is free. There is no fee for applying for certification as a Minority Business Enterprise (MBE), Woman Business Enterprise (WBE) or Disabled Business Enterprise (DSBE).

Electronic submission of the Certification Affidavit is not permitted but you may download a copy of this form at www.phila.gov/mbec/home

Certification relates solely to ownership and control. The City of Philadelphia reserves the right to assess a certified business' financial and technical capacity to perform on City contracts. Businesses certified under Executive Order 02-05 may compete for opportunities as MBEs, WBEs and DSBEs on City contracts. For federally assisted contracts (e.g., FAA, PaDOT), businesses desiring disadvantaged business enterprise (DBE) status must be certified by the Pennsylvania Unified Certification Program. If your business is currently certified by another government agency, you may be eligible for Reciprocal Certification. Please review Part Three of these Instructions which relates to reciprocity before completing this application.

Part Two Section-By-Section Instructions

I. General Information

1. State the legal name of your firm as indicated in your firm's Articles of Incorporation or the name as filed with the state in which your firm is incorporated.
2. State the street address of your firm; a post office box is not acceptable. If your firm has multiple locations, state the primary business address and list the other addresses on a separated sheet of paper.

3. State the business telephone number and facsimile number and e-mail address of your firm.
4. State the home address and telephone number of applicant if this is different from the business information.
5. State your firm's primary product or service. This is a brief description of the primary business and professional activities in which your firm engages.
6. Indicate the citizenship status of the applicant. The firm's owner must be a U.S. Citizen or Permanent Resident Alien lawfully admitted to the United States.
7. State the federal tax identification number of your firm as provided on your firm's filed federal tax returns, if you have any. This number could also be the social security number of the owner of the firm.
8. Indicate which certification status you are applying for; more than one status may apply. If you are applying for DSBE certification, you must provide the medical and state records as indicated.

II. Ownership

1. Provide name of the firm's owner with title (e.g. President, Chief Executive Officer)
2. Indicate method of business acquisition by checking the appropriate box. If none apply, indicate "Other" and provide explanation on a separate sheet of paper.
3. State the date on which your firm was established as indicated in its Articles of Incorporation or charter.
4. State the legal form of ownership of your firm. Your firm must be a for-profit organization; non-profits are not eligible for certification.
5. List all owners and principals of the firm, indicating their respective position, ethnicity, gender, percentage of total ownership and citizenship status.
6. Identify whether any of the principals have relationships with other businesses. For example, is a principal of your firm employed by a parent company of your firm?
7. Identify family relationships between the principals of the business.

III. Control

1. Indicate name of your bank and provide a copy of bank signature authorization card.
2. Identify the individuals who manage the enumerated functions within your firm; these are the personnel who make key decisions in your firm.
3. Identify any individuals listed as "management personnel" who have relationships with other business.
4. Identify your firm's Officers, Board of Directors and Managers, indicating the name, title, form and amount of compensation.

IV. Other Required Information

You must include these documents with your submission of the Certification Affidavit. Failure to submit the required information may result in the return of your application without further review. As noted above, documentation requested by the OEO in connection with its review of application shall be submitted in a timely manner which shall be no more than fifteen (15) business days from the date of the OEO's request; applicants failing to submit the documents within this time period will have their application returned as uncompleted.

V. Certification Affidavit

Carefully read, sign and date in the presence of a Notary Public who must notarize the Certification Affidavit. Please note that all representations contained in the Certification Affidavit and documents and information provided in support of your application for certification (e.g., "Section IV, Other Required Information") are made under penalty of law, including 18 Pa.C.S.4107.2 relating to fraud in obtaining certification as a minority or woman business, punishable as a third degree felony.

Part Three Reciprocal Certification

Complete and submit ALL Sections of the Certification Affidavit, following the Instructions above for completion of those Sections. In addition, please submit a photocopy of your firm's current letter from a government-certifying agency.

Part Four Recertification

Complete and submit ALL Sections of the Certification Affidavit, following the Instructions above for completion of those Sections. If any of the documents originally submitted to the OEO in response to Section IV have changed (e.g. change in corporate by-law, new real estate lease, personal tax returns etc.) please submit current documents. In addition, please submit the last three years of federal business tax returns along with a statement of your firm's bidding activity on City contracts for the previous term of your OEO certification.