

Dear Business Owner:

Enclosed please find the State of New Jersey MBE/WBE Certification Application. If you wish to participate as a Minority and/or Women Business Enterprise, kindly complete and submit the application with a non-refundable check or money order in the amount of \$100.00 made payable to “*NJ Division of Revenue*”. **DO NOT SEND CASH.**

Be advised that the average processing time is between eight to ten weeks after your check has been cashed.

Your M/WBE certification 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 that there is no change in the 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 SAVI¹ that lists certified minority and women-owned businesses. If the business seeks to be certified, it will have to reapply and pay the \$100 application fee.

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.

Please pay particular attention to the supporting documents required. For each question on the application, a response must be indicated, even if it is “Not Applicable.” Incomplete applications will be returned. *Any applicant, who knowingly supplies false information shall, upon conviction, be guilty of a crime of the fourth degree.*

For Free counseling, please contact either the Small Business Development Center (973) 353-5960 prior to submitting your application.

The State currently works with other certifying groups to accept alternative certifications. If you have a currently valid certificate with a statewide or national certifying group, in lieu of completing the MBE/WBE Application, you may submit a copy of their certification approval letter and/or certificate for consideration to satisfy requirements of certification under NJ Statue 12A:17:46. You must also submit a non-refundable check or money order in the amount of \$100.00. Please send your completed application to:

***NJ Division of Revenue
Business Support Services Bureau
P.O. Box 455
Trenton, NJ 08646***

If you require further information, please call (609) 292-2146.

¹ NJSAVI (New Jersey Selective Assistance Vendor Information) is a database designed to assist small, women, and/or minority businesses that wish to do business with the State of New Jersey and the private sector. The NJSAVI marketplace 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

State of New Jersey MBE/WBE Certification 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 # _____

For Agency Use Only

Approved _____ Date _____ Int. _____

Disapproved _____ Date _____ Int. _____

AI Letter Sent _____ Date _____ Int. _____

Referring Agency:

MBE/WBE _____ NJDOT _____ NJT _____

NY/NJ PA _____ NJSBDC _____ Other _____

Payment Included Yes No

Payment Date _____

Payment # _____

DO NOT WRITE IN THIS SPACE

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 |
|-------------------------------|--------------------------|----------------|

1a. Name & title of officer of the firm who can be contacted during the application review process.

Name: _____ Title: _____

2. This firm is applying for certification as: (One or more designation may be chosen.)

Minority Business Enterprise (MBE) Women Business Enterprise (WBE)

3. Method of Acquisition (check all that apply):

Date of acquisition: _____

Start New Business Secured Franchise/ Concession Inherited Business
 Bought Existing Business Merger or Consolidation Other

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

| <u>Name</u> | <u>Position</u> | <u>Group Code*</u> | <u>% Owned</u> | <u>Sex</u> | <u>US Citizen or Permanent Resident Alien</u> |
|-------------|-----------------|--------------------|----------------|------------|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

- | | | |
|------------------------|----------------------|--------------------------|
| 01 – African American | 03 – Asian American | 05 – Non-Minority Female |
| 02 – Hispanic American | 04 – Native American | 06 – Other |

5. 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

6. Construction-related industry list **construction craft codes** (www.state.nj.us/njbusiness/small/res/dbwnj/construction_craft.shtml)
5-digit codes (12 codes maximum)

| | | | |
|--|--|--|--|
| | | | |
| | | | |
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7. 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)

| | | | |
|--|--|--|--|
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8. **Annual Verification requirements (as pertinent):**

All applicants must complete the annual verification form. Be advised that you will be asked for supporting document(s).

9. **Initial application:**

Provide all required information and documentation as follows:

- a. Briefly describe the firm’s major field(s) of operation;
- b. Articles of incorporation, corporation by-laws, certificate of formation, partnership agreements, and joint venture agreements;
- c. Names and addresses of members and officers of the business and board of directors in the case of corporations;
- d. Names and addresses of capital investors and the amount of capital contributed. Gifted ownership shall not be considered;
- e. Firm federal and state tax returns for the past three consecutive years;
- f. Most current income statements and balance sheets;
- g. Resumes of all principals, partners, officers and/or key employees of the firm. Show home address, telephone number, education, training and employment dates;
- h. Number of shares of all classes of stock issued, and stock outstanding in the case of a corporation;
- i. Proof of ethnicity and gender (i.e. Photo ID, driver’s license, birth certificate, passport and/or green card);
- j. The affiliation of the firm or any of its owners, officers or directors with any other business entity;
- k. A complete list of major and real personal property holding of the firm;
- l. A complete listing and copy of signature cards for all banking institutions with which the firm is affiliated;
- m. A complete listing of previously attained certifications and a listing of all legal entities which denied certifications;
- n. Copies of office lease/rental agreements or deeds, and mortgages when home based.

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

CONSTRUCTION CRAFT CODING LIST (Construction Vendors Only)

| | | | | | |
|--------|---|--------|---|--------|--|
| C00010 | Acoustical | C00430 | Elevators | C00800 | Landscape Construction |
| C00020 | Air Balancing & Testing of Environmental Systems | C00440 | Energy Management Systems | C00810 | Large Diameter Cylinder Piles (3 or more feet in diameter) |
| C00030 | Asbestos Removal-Mechanical | C00450 | Engineering | C00820 | Latex Modified Overlay |
| C00040 | Asbestos removal-Treatment | C00460 | Erection of Bridge Railing, Bridge Repair and deck | C00830 | Layout |
| C00050 | Asphalt Mining | C00470 | Erection Iron & Steel, and/or pre-stressed Concrete and/or Protective Coating of Structural Steel | C00840 | Maintenance and Protection of Traffic |
| C00060 | Athletic Fields, Tracks, Courts | C00480 | Erection of Bridge Railing | C00850 | Manufacture Railroad Equipment |
| C00070 | Bituminous Material Application | C00481 | Erection Ornamental and Light Structural Metal | C00860 | Material Supplier |
| C00080 | Blasting | C00490 | Erect Permanent Forms | C00870 | Mechanical Construction |
| C00090 | Boilers (New/Repair) | C00500 | Erection of Steel Plate Pipe and Drainage Structures, Metal Bin Type Retaining Walls Excavation Exterminating | C00871 | Millwork |
| C00100 | Boring | C00510 | Excavation | C00880 | Millwrighting |
| C00110 | Brick and Block | C00511 | Exterminating | C00890 | Miscellaneous Structures |
| C00120 | Bridge Work -viaducts, reframing walls, end foundations | C00520 | Fare Boxes | C00900 | Motor Vehicle Escorts (Traffic Directors) |
| C00130 | Bridge repairs | C00530 | Fencing | C00910 | Mowing |
| C00140 | Bulkheads & Docks | C00540 | Fire Alarms - Signal Systems | C00920 | Natural Stone masonry |
| C00150 | Bus Shelter | C00550 | Flooring - Tile | C00930 | Noise barriers |
| C00160 | Bus Supplier | C00560 | Food Service Equipment | C00940 | Oil and Gas Burners |
| C00170 | Caissons | C00570 | Form Handling or Stripping | C00950 | Packing Materials |
| C00180 | Carpentry - General | C00580 | Foundation | C00960 | Painting |
| C00190 | Carpeting | C00581 | Foundation Excavation | C00970 | Painting - Bridges, Trunks, Steel & Elevated Structures |
| C00200 | Cathodic Protection | C00590 | General Construction | C00980 | Painting - General |
| C00210 | Caulking & Water Proofing | C00600 | Alterations and Additions | C00990 | Painting - Historical Sites |
| C00220 | Chemical Vegetation Control | C00610 | Building | C01000 | Parking Control Systems |
| C00230 | Clearing | C00620 | Rest Area and Service Buildings | C01010 | Partitions - ceilings |
| C00240 | Communication Systems | C00630 | Road and Heavy Highway | C01020 | Pavement Marking Long Life |
| C00249 | Concrete Foundation, Footings-Masonry Work | C00640 | Grading | C01030 | Paving Bituminous |
| C00250 | Concrete Median Barrier Curb | C00641 | Grading and Drainage, Drainage Structures | C01040 | Paving Concrete |
| C00260 | Concrete Pavement | C00650 | Grading and Paving, Draining Structures and all types of Paving | C01050 | Permanent Signs |
| C00261 | Concrete - Pre-cast | C00651 | Grouting | C01060 | Photography |
| C00270 | Concrete Repair | C00652 | Guide Rail | C01070 | Piezometer Pressure Measurement |
| C00280 | Concrete Sawing, Sealing, and Curing | C00653 | Gunite | C01080 | Pile Driving |
| C00290 | Control Systems | C00660 | Hauling | C01090 | Pipeline Construction |
| C00300 | Core Drilling | C00670 | Highway and Sign Lighting | C01100 | Planting |
| C00310 | Curbs, Sidewalks and Miscellaneous Concrete Work | C00680 | Historical Renovations | C01110 | Plumbing |
| C00320 | Decorations - Interior | C00690 | HVAC | C01120 | Pneumatic Mortar or Granite |
| C00330 | Demolition | C00700 | Impact Attenuators Installation | C01130 | Prefab Buildings |
| C00340 | Dewatering | C00710 | Incinerators | C01140 | Prefab Music - Sound - Clean Rooms |
| C00350 | Diving | C00720 | Iron and Steel Fabrications | C01150 | Printed Supplies |
| C00360 | Doors and Hardware | C00730 | Installation of Electronic Communication System | C01160 | Prison Equipment Systems |
| C00370 | Drainage | C00740 | Insulation | C01170 | Protective Slope Coating |
| C00380 | Drainage and Structures & Chamber | C00750 | Insulation - Mechanical | C01180 | Pumping Stations |
| C00390 | Dredging | C00751 | Irrigation | C01190 | Radon Testing |
| C00400 | Dry Wall | C00760 | Janitorial Services | C01200 | Railroad Electrification |
| C00401 | Dust Collectors | C00770 | Jetty and Breakwater | C01210 | Railroad Electrification Supplier |
| C00410 | Earthwork | C00780 | Lab Furniture - Equipment | C01220 | Railroad Signal Work |
| C00420 | Electrical | C00790 | Landscape | C01230 | Railroad Track Work |

CONSTRUCTION CRAFT CODING LIST

(Construction Vendors Only)

| | | | | | |
|--------|--|--------|---|--------|---|
| C01231 | Rail Crane | C01680 | Supplier - Fastener, Nuts, Bolts, Screws | C02090 | Electrical Engineering |
| C01240 | Rapid Transit | C01690 | Supplier of Gas, Fuel, Oils, Grease, Lubricants | C02100 | Energy Management Control System |
| C01250 | Refrigeration | C01700 | Supplier - Lumber | C02110 | Environment Engineering |
| C01260 | Reinforcing Steel | C01710 | Supplier - Paint | C02120 | Estimating - Cost Analysis |
| C01270 | Relocatable Building | C01720 | Supplier - Plumbing | C02130 | Exhibit - Interpretative Design |
| C01280 | Removal of Petroleum Products, Debris and Hazardous Material | C01721 | Supplier - Signs | C02140 | Fire detection System |
| C01290 | Retrofit of Autobus Air Conditioning | C01730 | Supplier - Transducers | C02150 | Fire protection Engineering |
| C01300 | Retrofit of Autobus Fuel Injectors | C01740 | Supply Fill Material Pit | C02160 | Fire Protection System |
| C01310 | Rigging | C01750 | Swimming Pools | C02170 | Food Services |
| C01320 | Rock Drilling | C01760 | Telecommunications | C02180 | Geology |
| C01330 | Roofing - Built Up | C01770 | Test Borings | C02190 | HVAC Engineering |
| C01340 | Roofing - Membrane EPDM | C01780 | Test Labs | C02200 | Historical Preservation |
| C01350 | Roofing - Membrane Modified Bitumen | C01790 | Testing, Curing and/or Transporting Samples | C02210 | Hydraulics - Pneumatics |
| C01360 | Roofing - Membrane PVC - CPE - CSPE | C01800 | Top soiling and Seeding | C02220 | Hydrographic Surveying |
| C01370 | Roofing - Metal | C01810 | Traffic Control Systems | C02230 | Hydrology |
| C01380 | Roofing - Tile - Slate - Shingles | C01820 | Traffic Directors | C02240 | Interior Design - Space Planning |
| C01390 | Roofing - Urethane | C01830 | Traffic Safety Device Supplier | C02250 | Land Surveying |
| C01400 | Sandblasting | C01840 | Traffic Signals | C02260 | Landscape Design |
| C01410 | Sand Drain Sand Fill | C01841 | Tree Trimming & Removal | C02270 | Marine Engineering |
| C01420 | Sawing, Sealing & Curing | C01850 | Trenching | C02280 | Material Testing |
| C01430 | Seating - Auditorium Bleachers | C01860 | Truck & Equipment Lessors | C02290 | Mechanical Engineering - Elevators, Conveyors, etc. |
| C01440 | Security - Intrusion Alarms | C01870 | Tunneling | C02300 | Planning |
| C01450 | Septic Systems | C01880 | Underground Utilities | C02310 | Plumbing Engineering |
| C01460 | Service Stations | C01890 | Underwater Construction, Excavation, Inspection, Restoration of Piers, Salvage) | C02320 | Roofing Consultant |
| C01470 | Sewage Disposal | C01900 | Wall Covering | C02330 | Roofing Inspection |
| C01480 | Sewer Piping & Storm Drains | C01910 | Waste Disposal | C02340 | Sanitary Engineering |
| C01490 | Sewerage & Water Treatment | C01920 | Waste Removal, Toxic - Hazardous | C02350 | Security Systems |
| C01500 | School Library Furniture | C01930 | Waterproofing & Caulking | C02360 | Site Planning |
| C01510 | Shear Connectors Studs | C01940 | Welding | C02370 | Soil Engineering |
| C01520 | Sheet metal (Mechanical) | C01950 | Well Drilling | C02380 | Structural Engineering |
| C01530 | Siding and Gutters | C01960 | Windows | C02390 | Testing & Balancing (HVAC) |
| C01540 | Signs and Sign Structures | C01970 | Window Treatment | C02400 | Traffic |
| C01550 | Site Work | | | C02410 | Transportation |
| C01560 | Soil and Rock Anchors | | PROFESSIONAL SERVICES | C02420 | Value Engineering |
| C01570 | Solar Installation Active | C01980 | Acoustics | C02430 | Waste - Water Treatment |
| C01580 | Solar Installation Passive | C01990 | Aerial Surveying | | |
| C01590 | Special Motorized Vehicle Equipment | C02000 | Archaeology | | |
| C01600 | Special Railroad Station Structures | C02010 | Architecture | | |
| C01610 | Sprinkler Systems | C02020 | Asbestos Abatement | | |
| C01620 | Steel Fabrication Structural Steel & Ornamental iron | C02030 | Civil Engineering | | |
| C01630 | Storage Tanks | C02040 | Claims Analysis | | |
| C01640 | Subsurface Investigation Boring | C02050 | Communications | | |
| C01650 | Supplier Asphalt | C02060 | Construction Management | | |
| C01660 | Supplier - Building Materials | C02070 | CPM | | |
| C01670 | Supplier - Electrical | C02080 | Design - Construction Monitoring | | |



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 New Jersey Small Business Registration & Minority and Women Certification Programs

- 1. Where can I send my small business registration or minority/women certification application payment?**
 - a. *Make your check payable to Division of Revenue and send it to the NJ Division of Revenue, Business Support Services Bureau, P.O. Box 455 Trenton, NJ 08646*
- 2. How long does it take before I get a decision on my application?**
 - a. *You will receive a response generally after 8-10 weeks of your check being cashed.*
- 3. What happens when my application is approved?**
 - a. *You will receive a letter and a certificate in the mail.*
- 4. 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.*
- 5. 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.*
- 6. 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/>*
- 7. 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>

8. 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.*

9. How long will my SBE registration or M/WBE certification last?

- a. *The costs for both the SBE registration and M/WBE certification is \$100 for three years. Please note that you will have to send in annual verification forms or your registration or certification will be revoked.*

10. Can I compete for a Small Business Set Aside contract if I get my SBE registration after the bid opening date?

- a. *You must have a current SBE registration before the bid opening date to be eligible to compete.*

11. My company was considered ineligible to be a SBE under the old rules and regulations. Do the new rules and regulations take into consideration new industries or sizes?

- a. *The new rules and regulations have changed the size of the categories so that the size of your industry is taken into account. As a result, your company may now qualify as a SBE and be eligible to participate in the Small Business Set Aside Program. To view Small Business size standards by NAICS industry click: [13 CFR 121.201](#)*

12. What if I have a bid due before the 8-10 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. 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.*

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

The MWBE certification cost is \$100 for three years. Please note that you will have to send in annual verification forms or your certification will be revoked.

14. My 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.

15. 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 #8).

16. 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.

17. 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>

18. 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>

19. 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.

20. 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/>.*

June 4, 2009 Rev.