

# Minority/Woman Certification Overview

## **KANSAS** COMMERCE

### **Key Points**

- Certifications offered DBE/MBE/WBE/ACDBE
- Applicants may apply for more than one type of certification simultaneously
- The program is administered utilizing 49 CFR Part 23 and 26
- There is no charge to get your business certified by the State of Kansas
- Out of State Companies must be certified in their home state

### **Why should a business be certified?**

- Increase your opportunities to win contracts, subcontracts and procurement bids where goals have been established for women and minorities.

### **Who uses certified businesses?**

- Government Agency i.e. Federal, State, County, or City
- School Districts, Universities
- Private Corporations
- Prime Contractors and more

### **Requirements:**

- Business must be at least 51% owned & controlled by a minority, woman or disadvantaged person
- Personal Net Worth cannot exceed the Net Worth cap \$1.32 million (minus present value of primary residence & interest in the business) (PNW not required for MBE or WBE Certification)
- The owner must possess the power to direct or cause the direction of the management and policies of the firm and to make day-to-day decisions
- The applicant must be a U.S. Citizen or lawfully admitted as a permanent U.S. Resident
- Able to show that you have a viable business
- Must be organized as a for-profit and operate as an Independent, small business (as defined by the U.S. Small Business Administration)

### **Process:**

The process can take about 30-90 days (once we have received all documents)

- Applicants must complete an Application, which can be obtained online at [www.kansascommerce.gov](http://www.kansascommerce.gov) and search for Minority and Women Certification and submitted to [KDC\\_MWBD@ks.gov](mailto:KDC_MWBD@ks.gov)
- A review will be conducted regarding documents submitted
- An onsite visit will be scheduled for Kansas companies (could be virtual visit)
- A decision will be made regarding eligibility

### **Certification Follow Up**

- Listing in Directory of Certified Businesses on Commerce Website
- Annual Reaffirmation (submit required documents)
- Triennial Review (submit required documents and if a site visit may be conducted)

**Contacts:** The Office of Minority and Women Business Development, Kansas Department of Commerce. (785) 296-3425; Rhonda Harris or Katrina O'Hara at (785) 296-0163.