

AEDC MINORITY AND WOMEN-OWNED BUSINESS CERTIFICATION PROGRAM



The Minority and Women-Owned Business Enterprise Certification program is a review process designed to ensure that a minority or women-owned business is owned, controlled, and operated by the applicants and meets the eligibility criteria of the program.

Our Certification Program is beneficial especially if you are thinking about doing business with the state or federal government. There are many advantages to being certified. One of the main advantages is that state government purchases of up to \$40,000 can be made without competitive solicitation if using a certified minority business or certified woman-owned business. Other benefits include being listed in our directory as a certified-owned business, as well as getting notifications for different bidding opportunities.

We offer certification training/workshops throughout the year, and we can guide you in the process if you are interested in pursuing it. Below you will find the Certification Eligibility Requirements, as well as the Supporting Documents you would need to submit for Certification purposes.

MWBE Certification Eligibility Requirements

You must be able to answer "yes" to the following eight questions:

1. Is the applicant at least 51 percent minority or women-owned, operated, and managed daily for at least two (2) years prior to applying for minority or women-owned business status?
2. Has the business been in operation for at least two (2) years prior to applying for minority or women-owned business status?
3. Does the business have a legal presence (license) to operate in Arkansas?
4. Is/Are the majority owner(s) a legal permanent resident of Arkansas?
5. Is/Are the majority owner(s) a U.S. Citizen?
6. Is/Are the majority owner(s) of a designated group: African American, Hispanic-American, American Indian, Asian American, Pacific Islander, Service-Disabled Veteran, or Female?
7. Does Applicant have Federal income tax returns showing proof of business income tax filings with the Internal Revenue Service AND state income tax returns filed with the Arkansas Department of Finance and Administration for the previous two (2) years?
8. Is the enterprise a for-profit business that generates less than \$10,000,000 in revenue?

Supporting Documents

1. Completed MBE/WBE online application.
2. Proof of certification from qualifying organization*

**Eligible minority and/or women-owned businesses certified by a qualifying organization need only to submit the MWBE online application along with proof of certification from the qualifying organization: (SBA) 8(a), Southern Region Minority Supplier Development Council (SRMSDC), Arkansas Department of Transportation or U.S. Department of Veterans Affairs.*

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3. Organization Information:
 - a. Sole proprietorships (assumed name documents)
 - b. Partnerships (limited partnership documents; partnership, buy-out, and/or profit-sharing agreements; partnership or operating agreement required for businesses with two (2) or more owners, evidencing division of shares and profit distribution)
 - c. Corporations (provide filings in good standing; bylaws; board of directors and/or shareholdings documentation)
4. Copy of the business signature authorization card, form, or letter signed by a bank official at your financial institution identifying the person(s) authorized to sign checks on the business's account (signatory authority)
5. Federal Tax Identification Number and Dun & Bradstreet Number (DUNS)
6. Proof of Arkansas residency (State-issued driver's license or identification card)
7. Evidence of United States citizenship or permanent legal resident alien status (United States passport, United States birth certificate, naturalization papers, permanent legal residence alien "green" card, or tribal card)
8. Copy of resume(s) of the owner(s), board of directors, and other senior corporate governance/management
9. Company overview
10. Federal income tax returns showing proof of business income tax filings with the Internal Revenue Service AND state income tax returns as filed with the Arkansas Department of Finance and Administration for the previous two (2) years
11. Copy of insurance**
12. Bonding information**
13. Copy of each professional license**
14. Veterans Administration adjudication letter if the applicant is a service-disabled veteran
15. Financial statements**
16. Service agreements**
17. Proof of capital and/or equity**
18. Business customer references

***If required as a normal function of the business.*

If your business meets ALL the Certification Eligibility Requirements, click here for the

MWOBE Directory

If you haven't already, we invite you to submit your information to our Minority and Women-Owned Business Directory. The Directory is available on our website and many times is downloaded and searched for by state purchasing agents, procurement officers, and other entities that are in search of services and products offered by women and minority-owned businesses: <https://www.arkansasedc.com/community-resources/Minority-and-Women-Owned-Business-Enterprise-Resources/submit-mwob-listing>

If you are interested in pursuing certification, please contact
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