



CERTIFICATION WORKSHOP SERIES



April 11, 2025



FREDERICK
ECONOMIC DEVELOPMENT

Governor's Office of Small, Minority & Women Business Affairs
Monthly Certification Workshop Series
Platoon Veteran Service Center
April 11, 2025

VSC PLATOON
VETERAN SERVICES
CENTER
GOODWILL MONOCACY VALLEY



2nd Largest City in Maryland

Fastest Residential & Job Growth in the State



85,793
Residents

(US Census Estimates)



4,115
Businesses

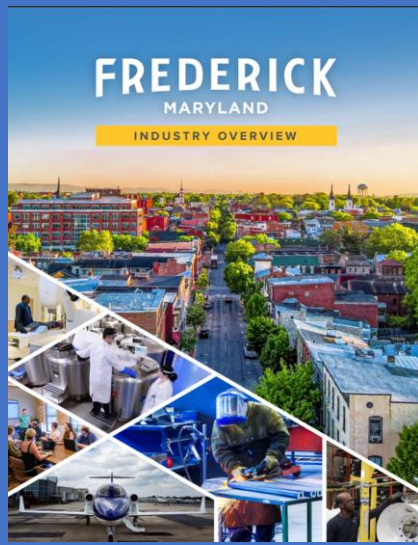
(MD Dept. Of Commerce)



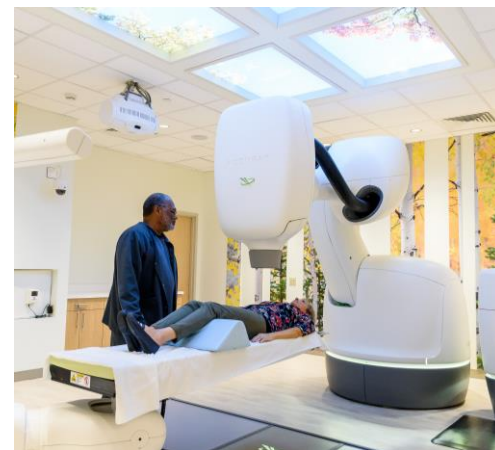
11% Increase
in City Businesses
in past 5 years
(ESRI)



~8 million SF non-
residential in the
development pipeline



Key Industries



Life Sciences

**Advanced
Manufacturing**

Technology

**Healthcare &
Social Assistance**

**Tourism &
Hospitality**

Business Resources



Business Meetings

Our role is to provide support and connect entrepreneurs and business owners to resources.



Industry-Specific Resources

School of Food; Craft Beverage Start-Up Guide; Food Truck Handbook; Tech Resources; Life Science Resources



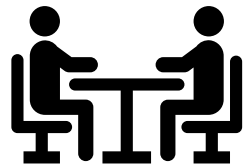
Site Selection

Free Property Reports
ReSimplifi is an interactive map that lists commercial properties in the city.

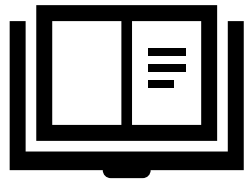


GUÍA PARA LA CREACIÓN
DE NEGOCIOS

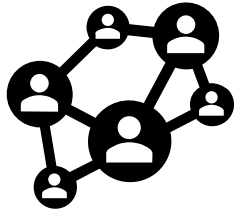
Business Start-Up Resources



100+ Business Start-Up Meetings annually



Printed Guide Available in Both English & Spanish
New edition coming in June 2025



Advice, data, resources, and community connections available every step of the way



Economic Development Resources for Businesses

- Site Selection Assistance
- Business Start-Up Services
 - Business Kick-Off Meetings & Start Up Guide
 - Business Planning Partners – SBDC, MWBC, SCORE
- Incentive Programs
- Promotional Assistance
 - Grand Openings & Anniversaries
 - PR Frederick
 - Social Media
 - Special Publications - Top 50, etc.
- Monthly Business E-news for Resources & Updates
- Workforce Training & Attraction Assistance
- Industry-Specific Programming
- Community Connections & Resource Referral

Zoning & Permitting Assistance

- City vs. County – Separate Planning and Permitting Processes
- Certificate of Occupancy
- Signage Permits
- Online Portal: [Form Center • Frederick, MD • CivicEngage \(cityoffrederickmd.gov\)](#)



Incentives and Programs



Tax Credits

The City of Frederick provides a variety of strategic incentives to encourage rehabilitation, capital investment, and job creation.



Conditional Grants

There are four grant programs for façade improvement, fire suppression, interior capital and physical improvement projects.



Incentive Zones

The City of Frederick encompasses four State and federal incentive zones.

City of Frederick - GROW Grant Program

Microgrant program that supports improvements that will convey with the property & strategically enhance the building's functionality for both current & future business tenants/owners



Up to **\$10,000** Matching Grant

Eligible Expenses

Fire suppression systems, parking improvements, ADA compliance & accessibility upgrades, HVAC improvements, environmental remediation, & other non-cosmetic property improvements



Competitive Criteria

Proposed growth of the business, physical improvements to property, community impact, leverage, and demonstrated financial need/gap



10 Small Businesses Awarded

\$90,000 in Awards

\$4,907,000 Total Private Investment

28,964 SF Total Expansion

108 Total New Employees Projected in next 3 years

50%+ Women/Minority Owned Businesses

FY24



DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT



Economic Development
Transforms lives.



MARYLAND WOMEN'S BUSINESS CENTER



Our Economic Development Partners are the best!



FREDERICK

ECONOMIC DEVELOPMENT

businessinfrederick@cityoffrederickmd.gov
301-600-6360

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Business Development Specialist
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301-600-6363





FREDERICK

EQUITY & INCLUSION

DOING BUSINESS 101

WITH THE CITY OF FREDERICK

SPRING LEARNING SERIES

Ready to take your business to the next level and explore exciting contracting opportunities?

Jarad Bowens

Business Outreach Coordinator
Office of Equity & Inclusion



Procurement Opportunities

Depending on the year, the City of Frederick can have between 20 and 30 million dollars in “controllable” spending in its budget.

Contracting opportunities in our “controllable” spending include:

- Construction (design, build, etc.)
- Professional services (such as engineering, consultants, graphic design, printing, signage)
- General services (such as heating/ventilation/air conditioning, cleaning, maintenance, and painting)
- Off the shelf products/services

We do not typically procure:

- Information technology systems (we have an in-house IT team)
- Communication services (we have an in-house Comms team)
- Retail or Restaurants

Purchasing Amounts

Nearly \$72 million dollars were awarded to 224 projects and activities in the past few years that promote community development and economic growth

- **Under \$10,000**- These “small dollar” opportunities are made at the purchasing discretion of the interested department.
- **\$10,000 to \$50,000**- Services or products sought within this price range require departments to follow competitive pricing policies and obtain at least three written quotes prior to contract
- **Over \$50,000** – Services or products sought over this mark are required to go through a formal solicitation process. The opportunities are placed online through our procurement portal. There is some variability in the length the opportunity is posted, but typically the requests remain open for about 4 weeks.

Small Business Reserve (SBR) Program



SBR Program

The intention of the Small Business Reserve program is to increase opportunities for Small Business Enterprises (SBEs) to perform as prime contractors/suppliers on City projects/contracts, growing capacity and gaining valuable experience.

- Applies to all procurements over \$10,000 that do not involve subcontracting*
- Awards are available to small businesses that meet the size standard set forth by the SBA
- The bidding SBE must self-perform a significant percentage of the contracted work (a minimum of 50 percent), limiting its ability to subcontract the work.



SBR Program Eligibility

Any certified SBE can be eligible to participate in procurement contracts as part of the SBR. In order to qualify as a certified SBE, a business must submit one of the following:

- Evidence on a form prescribed by the Purchasing Department affirming under penalty of perjury that the business qualifies as an SBE as defined by the SBA (Self-Certification Letter)
- A letter or other documentation from the United States Small Business Administration that establishes that the firm qualifies as an 8(a) firm or HUBZone firm with the United States Small Business Administration
- A letter or other documentation from the State of Maryland or United States Department of Transportation that establishes that the firm qualifies as an SBE

**Minority and Woman Owned Business
Enterprise
(MWBE) Program**



MWBE Program

The intention of the MWBE program is to increase minority and women-owned business participation in City procurement.

Annual Aspirational Goals

- Help guide the City in seeking MWBE participation

Contract by Contract Goals

- Any projects that involve subcontracting; an overall contract goal will be set based on scope of work and availability of MWBE subcontractors
- Bidders must meet the contract goal or provide proof of significant good faith efforts (GFEs) to meet the goal. Bids will be reviewed by the City for compliance
- Subcontractor usage will become a material part of the contract with monitoring by City staff

MWBE Program Certification

The City of Frederick accepts DBE/MBE or MWBE certifications from other bona fide certifying agencies or organizations (called “reciprocal certification”) in the relevant geographic market:

- Maryland Department of Transportation (MDOT)
- Virginia SWaM
- WBENC
- Any other certifying authorities from governmental entities within the Washington-Baltimore-Arlington, DC-MD-VA-WV-PA CSA

We encourage MWBEs interested in certification to review the website of the MDOT Office of Small, Minority & Disadvantaged Businesses, Maryland's official certification agency.



FREDERICK

EQUITY & INCLUSION

INSURANCE & BID BONDING ON CITY PRJOECTS

WITH THE CITY OF FREDERICK

April 16th, 2025 at 10am

Frederick City Hall

101 N. Court St.

Frederick, MD 21701



RSVP by scanning the
QR Code



THANK YOU

WE LOOK FORWARD TO WORKING WITH YOU



FREDERICK
JOIN THE STORY

frederickmd.gov/frederickbuys



CERTIFICATION WORKSHOP SERIES



April 11, 2025

Thank You!



FREDERICK
EQUITY & INCLUSION



V*SC



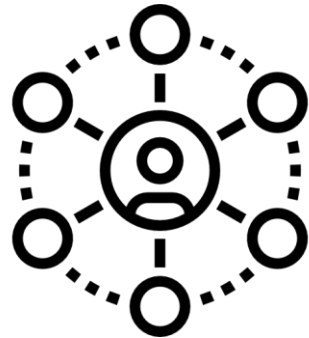
MDOT
MARYLAND DEPARTMENT
OF TRANSPORTATION



GOVERNOR'S OFFICE OF
SMALL, MINORITY & WOMEN
BUSINESS AFFAIRS



Implement
Maryland's 3
socioeconomic
procurement
programs across
70+ purchasing
units



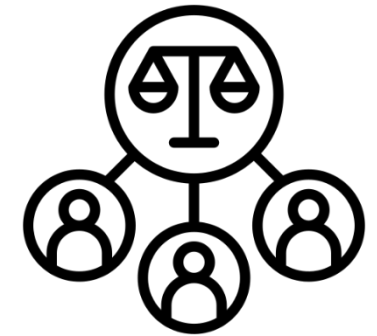
Connect small,
minority, women,
& veteran business
owners to
opportunities
in the state
contracting arena



Host free small
business training
webinars and
business
development
events



Curate online
resources at
the federal,
state, and
local levels



Home of the
newly-formed
MBE
Ombudsman
Unit

goMDsmallbiz.maryland.gov

Maryland's Socioeconomic Procurement Programs



- Prime & subcontracting opportunities
- 70+ participating state agencies & departments
- Race & gender specific
- Application-based certification process with MDOT's Office of Minority Business Enterprise



- Prime & subcontracting opportunities
- 50+ participating state agencies & departments
- Veteran specific
- Online certification process in eMaryland Marketplace Advantage



- Prime contracting opportunities
- 60+ participating state agencies & departments
- Race and gender neutral
- Online certification process in eMaryland Marketplace Advantage

No cost to obtain or maintain certification. Annual renewal requirements apply.

Maryland's Socioeconomic Procurement Programs



- 10,000+ certified MBE firms
- \$2.2 Billion in awards in FY24
- \$1.6 Billion made in payments
- 1,724 Firms to Receive payment as an MBE in FY24
- 950+ certified VSBE firms
- \$124 Million in Awards in FY24
- 727 Prime contracts made to VSBE's contracts in FY24
- 104 VSBE firms received payments in FY24
- 5,400+ certified SBR firms
- \$483 Million in payments
- Over 2,000 Firms received payment as an SBR in FY24
- 29% increase in Certified Small Business database

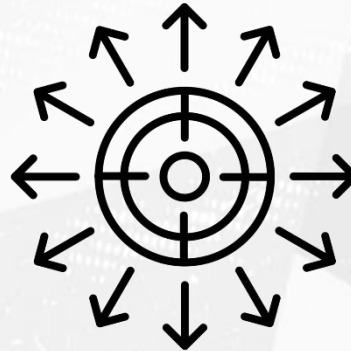


GOVERNOR'S OFFICE OF
SMALL, MINORITY & WOMEN
BUSINESS AFFAIRS

MBE Ombudsman Unit



Serves as an internal resource across the 70+ agencies and departments engaged in the MBE Program



Serves as an external resource to certified MBEs, prime contractors, legislators, and stakeholder organizations



Ensures MBE Program implementation and compliance during contract performance to effect better outcomes

goMDsmallbiz.maryland.gov

Minority Business Enterprise (MBE) Program



MBE OMBE



The MBE Certification is currently held under the Maryland Department of Transportation's (MDOT) Office of Minority Business Enterprise. Vendors can complete other federal/state certifications also under this office which includes DBE, SBE, and Airport Concessions. <https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90>



MBE Home

Directory of Certified Firms

How to Use Directory of Certified Firms

Certifications & Forms

Certification Management

Expansion of Services

Small Business Reserve (SBR) Certification

Certification Application

Small, Minority & Disadvantaged Business



Maryland's Official Certification Agency



MBE Certification Process



Steps to Certification

1. Application – Applicant submits a complete application and supporting documentation to Office of Minority Business Enterprise (OMBE) . All applications can be submitted online.
Please Note: The Federal DBE/ACDBE program requirements are separate from Maryland's MBE Program. Applicants are not required to seek both DBE/ACDBE and MBE certifications.
2. Investigation – An investigator reviews documentation submitted by applicant, conducts an on-site/job-site visit and prepares an investigative report.
3. Evaluation – The application and supporting documentation is evaluated to determine whether the firm meets the DBE/ACDBE/SBE program requirements. The Certification Review Committee evaluates whether the applicant firm meets Federal Certification program requirements.
4. Determination – A written determination is issued from OMBE.
[DBE_ACDBE_SBE_Certification Overview.pdf \(maryland.gov\)](#)
5. **All Maryland firms or Out of State firms applying for MBE certification must be registered and in Good Standing with the Maryland Department of Assessment and Taxation (SDAT).** Use the following link to check a firms **Good Standing** status or register a business [Register Your Business Online](#), or contact SDAT at 888-246-5941.



Small Business Reserve (SBR)

Certified Small Business Program



SBR Certification Process



The SBR program is a free, same day certification for prime contractors who meet the eligibility standards based on industry, number of employees and gross sales standards.

Small Business Reserve (SBR) Program

Maryland's Prime Contracting Program for Certified Small Businesses

- Same day certification
- Access to over \$500 million in state-funded contracts
- Over 20% of all open solicitations are designated to Certified Small Businesses



SBR Eligibility Standards




Certified Small Businesses must meet the following eligibility standards:

For the purposes of a Small Business Reserve Procurement, a small business is a for-profit business, other than a broker, that meets the following criteria:

- A. It is independently owned and operated;
- B. It is not a subsidiary of another business;
- C. It is not dominant in its field of operation; and
- D. Either:

Industry: Must not exceed employees and gross sales below for the most recent 3 years

- Wholesale- did not employ more than 50 persons and operations did not exceed an average of \$4,000,000
- Retail- did not employ more than 25 persons and operations did not exceed an average of \$3,000,000
- Manufacturing- did not employ more than 100 persons and operations did not exceed an average of \$2,000,000
- Service- did not employ more than 100 persons and operations did not exceed an average of \$10,000,000
- Construction- did not employ more than 50 persons and operations did not exceed an average of \$7,000,000
- Architectural and engineering- services of the business did not employ more than 100 persons and operations did not exceed an average of \$4,500,000



Veteran-Owned Small Enterprise (VSBE) Program



VSBE Certification Process



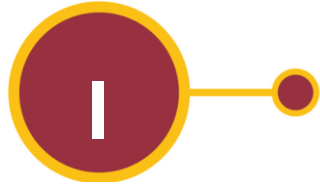
The VSBE is both a prime and subcontracting certification program for veteran-owned small businesses that meet the following eligibility standards:

1. Be a small business as defined by the [United States Small Business Administration in 13 C.F.R. 121.201](#) and any subsequent revision of that regulation
2. Be at least 51% owned and controlled by one or more individuals who are veterans
3. Must be **for-profit** business

A veteran for this State program is defined as an individual who is verified as having served on active duty in the armed forces of the United States, other than for training, and was discharged or released under conditions other than dishonorable.



3- Step VSBE Certification



Complete Vendor
Registration



Veteran Verification



VSBE Application



Business 101- Maryland Business Express



PLAN
your business

Turn your great idea into a great business



START
your business

Register, file and launch your business



MANAGE
your business

Run your business and prepare for success



GROW
your business

Find new funding, locations & customers



<https://businessexpress.maryland.gov/>

Maryland Department of Assessment & Taxation (SDAT)




All Maryland domestic and foreign business entities registered in Maryland must maintain their "good standing" status with the [State Department of Assessments and Taxation](#).

<https://egov.maryland.gov/BusinessExpress/EntitySearch/Search>

Business Name:

Search by: Business Name
 Department ID



[Back](#)

Business 101- NAICS CODES & UNSPSC CODES

<https://www.census.gov/naics/>

<https://www.ungm.org/public/unspsc>



United States
Census
Bureau

North American Industry Classification System

Main History Development Partners Federal Register Notices FAQs Reference Files ▾ NAPCS

NAICS Search

Enter keyword or 2-6 digit code

2022 NAICS Search Go

Enter keyword or 2-6 digit code

2017 NAICS Search Go

Enter keyword or 2-6 digit code

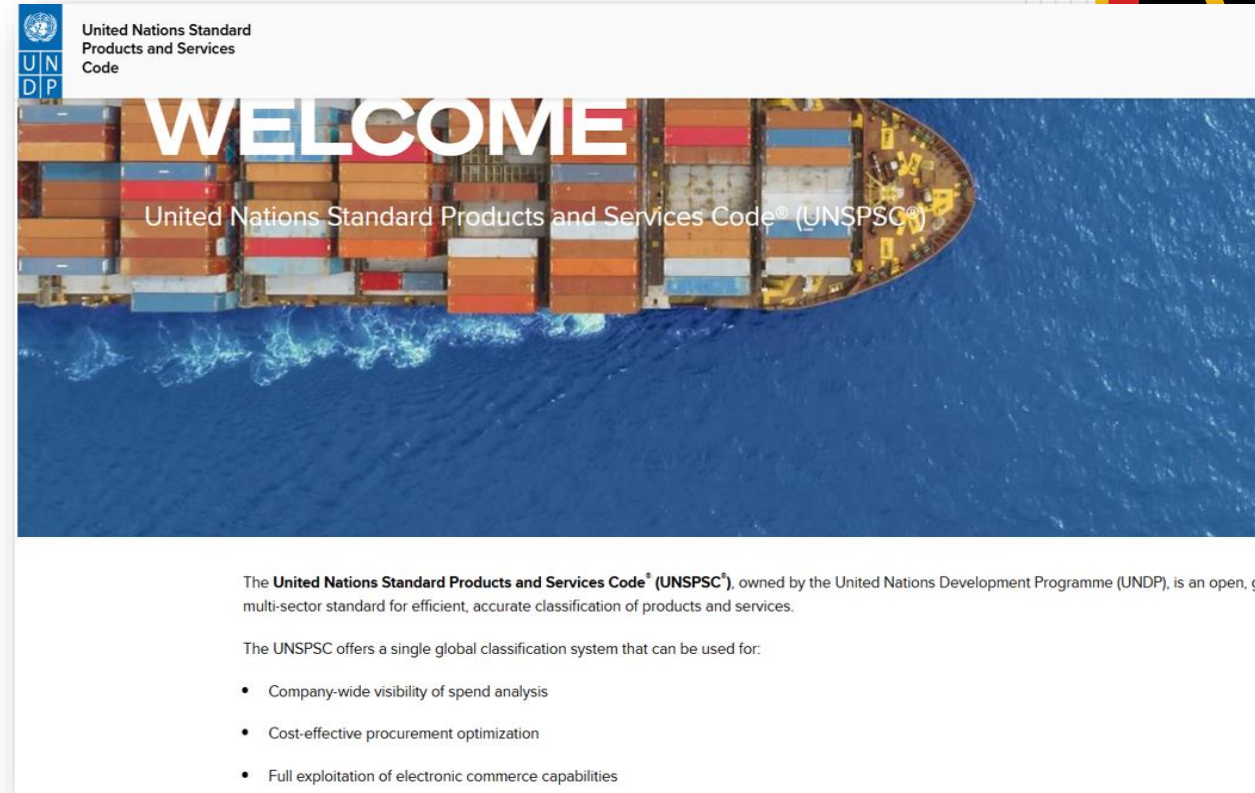
2012 NAICS Search Go

Introduction to NAICS

The North American Industry Classification System (NAICS) is the standard classifying business establishments for the purpose of collecting, analyzing U.S. business economy.

NAICS was developed under the auspices of the Office of Management and the [Standard Industrial Classification \(SIC\) system](#). It was developed jointly by the [Committee \(ECPC\)](#), [Statistics Canada](#), and Mexico's [Instituto Nacional de Estadística y Geografía](#).

This official U.S. Government Web site provides the latest information on various NAICS reference files and tools. Additional information on the background of NAICS is available in the [History](#) section of this Web site.



United Nations
UN
DP
United Nations Standard
Products and Services
Code

WELCOME

United Nations Standard Products and Services Code® (UNSPSC®)

The **United Nations Standard Products and Services Code® (UNSPSC®)**, owned by the United Nations Development Programme (UNDP), is an open, multi-sector standard for efficient, accurate classification of products and services.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities

eMMA

<https://emma.maryland.gov/>

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (**SBR**) Program and Veteran-owned Small Business Enterprise (**VSBE**) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at emma_helpdesk@maryland.gov.

For additional training and resources, please go to the Maryland Procurement Academy homepage at [State of Maryland eMMA Training](#)

LOGIN

Login *

Login must have a value

Password *

Login

State SSO Login (login.md.gov)

MDoT SSO Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search





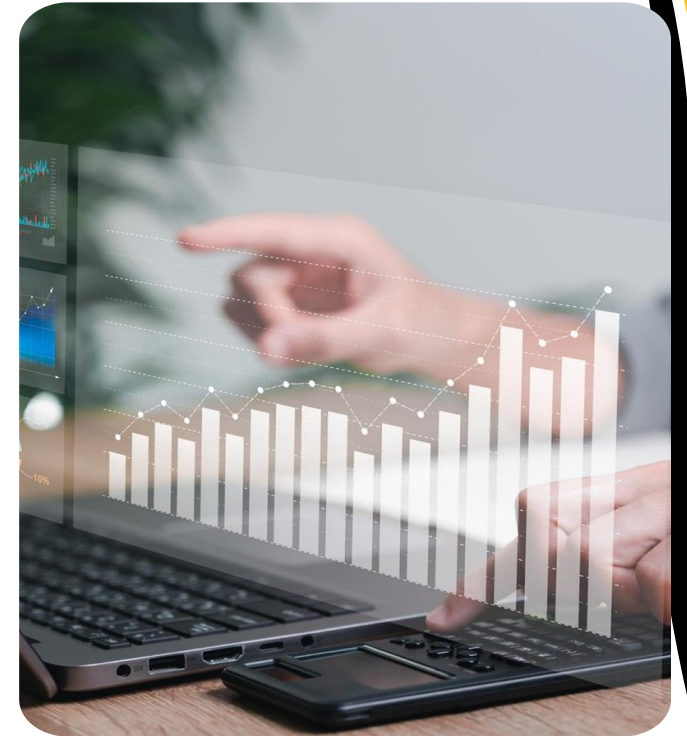
eMMA Registration TIPS

Password- Must be 12 characters including an upper case, a lower case, a number and a symbol.

EIN Tax ID Number- You must have this 9-digit number to register your business as a vendor.

Commodity Codes- UNSCPS Codes- each business must place at least one of these codes under your account. It is best to write that down to manually input that number.

<https://www.ungm.org/public/unspsc>





UPCOMING

Virtual via Zoom- Registration is required

<https://gomdsmallbiz.maryland.gov/Pages/TIPS-Webinar-Series.aspx>

T.I.P.S. Small Business Webinar Series:

Build a Step-by-Step System To Win More State Contracts

April 22 @ 10AM

Veteran Small Business Federal & State Updates

May 13 @ 10AM

Anatomy of a Bid for Prime Contractors and Subcontractors

May 20 @ 10AM

T.I.P.S.
SMALL BUSINESS
WEBINAR SERIES

TRAINING & INSIGHTS FOR
PROCUREMENT SUCCESS

- 2 WEBINARS MONTHLY
- 9AM-12PM
- CLASSES LED BY SUBJECT MATTER EXPERTS

TO REGISTER VISIT:
[GOMDSMALLBIZ.MARYLAND.GOV](https://gomdsmallbiz.maryland.gov)

Maryland
GOVERNOR'S OFFICE OF
SMALL, MINORITY & WOMEN
BUSINESS AFFAIRS
gomdsmallbiz.maryland.gov

UPCOMING

ATTENTION ALL VETERAN BUSINESSES, SMALL BUSINESSES and MINORITY BUSINESS ENTERPRISES

The Department of Maryland State Police
is holding an Open House on

April 24, 2025

8:30 AM to 12:00 PM

38 East Sudbrook Lane
Pikesville, MD 21208

(MSP Headquarters compound)

MSP Museum

An opportunity for vendors to meet Procurement Officers who
have the potential to buy the goods/services you provide.

Register Here: https://dnrc.google.com/flycms/dw/1FAIpQL5d1U_s3xv6xjdrimw87y8mRb6fGMmFEdzosemmrC_nDefQ/viewform?op=header

For more information on SBR/MBE/VSBE business with MDSP, visit:
<https://mdsp.maryland.gov/Organization/Pages/SupportServices/Bureau/QuartermasterDivision.aspx>



VENDOR FAIR

Tuesday, April 29, 11:30 AM–3:30 PM, TU University Union Floor 3

Join us at the Towson University Vendor Fair to meet with small, minority, veteran, and women-owned local businesses and learn how you can diversify your purchasing.

The Towson University Vendor Fair is an opportunity for campus and other local affiliate program managers and procurement representatives to network with and explore products and services from small, minority, veteran, women-owned, and local businesses from across greater Baltimore.

SCHEDULE

Attendees are welcome to come to the panel, the fair, or both portions of the event:

11:30 AM–1 PM: Certification Panel and Lunch

Panelists will provide strategies for businesses looking to gain the Minority Business Enterprise (MBE), Small Business Reserve (SBR), and Veteran-Owned Small Business Enterprise (VSBE) certifications and the benefits of seeking procurement and contracting opportunities with state agencies, like Towson University.

1–3:30 PM: Vendor Fair

Featuring vendors of all kinds, with a focus on MBE/SBR/VSBE certified businesses. Network and engage with small, minority, veteran, women-owned, local businesses from across greater Baltimore and diversify your procurement activities.

REGISTER TO ATTEND



Hosted by TU Procurement
Department and the Office of
Partnerships & Outreach

Questions? Email us at
partnerships@towson.edu

APPLY TO BE A VENDOR



Are you certified as a small,
minority-owned, or veteran-
owned business?

APPLY BY MARCH 7



Office of Small and Minority Business Policy

MBE/DBE/ACDBE/SBE Overview

Wes Moore
Governor

Aruna Miller
Lt. Governor

Paul J. Wiedefeld
Secretary

OFFICE OF SMALL & MINORITY BUSINESS POLICY

We are responsible for the oversight and implementation of outreach activities related to the MBE/DBE/ACDBE/SBE programs including:

- Monthly workshops**
- Internal and external events**
- Communication strategies for program updates**
- Development of training and outreach materials**
- Management of MBE website**

MINORITY BUSINESS ENTERPRISE PROGRAM

- **The Maryland Department of Transportation (MDOT) is the official certification agency for the State**
- **Established in 1978, Maryland's Minority Business Enterprise (MBE) Program is known to be the oldest in the country**
- **Largest MBE program in the country**
- **One of the most aggressive in the nation with a 29% MBE participation goal and contract sub goals**

TYPES OF CERTIFICATION

There are four types of certifications:

- **Minority Business Enterprise (MBE)**
 - State-funded contracts
- **Disadvantaged Business Enterprise (DBE)**
 - USDOT contracts administered by:
 - Maryland State Highway Administration (SHA)
 - Maryland Aviation Administration (MAA)
 - Maryland Transit Administration (MTA)
 - Metropolitan Planning Organizations (MPOs)
- **Airport Concessions Disadvantaged Business Enterprise (ACDBE)**
 - Airport concessions contracts administered by MAA
- **Small Business Enterprise (SBE)**
 - USDOT contracts administered by SHA, MAA, and MTA
 - Race and gender neutral

BENEFITS OF CERTIFICATION:

Access and Opportunities

- **Greater exposure to government and private sector contracting opportunities**
- **Only MBE/DBE certified firms can fulfill the minority participation goals**
- **Certified firms appear on the Directory of Certified Firms which is used by prime contractors, consultants, government agencies and private sector companies seeking minority business participation**

BENEFITS OF CERTIFICATION:

Monitoring and Advocacy

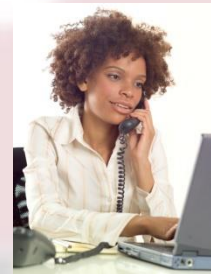
- **Enforcement of MBE compliance policies and procedures**
- **MBE Liaison Officers**

FREE! FREE! FREE!

**THERE IS NO COST TO APPLY FOR OR MAINTAIN
CERTIFICATION WITH MDOT'S OFFICE OF MINORITY
BUSINESS ENTERPRISE**



CERTIFICATION ELIGIBILITY



ELIGIBILITY STANDARDS

There are five eligibility standards each applicant must meet:

- 1. Ownership**
- 2. Minority Status**
- 3. Control**
- 4. Personal Net Worth**
- 5. Size**

ELIGIBILITY STANDARDS: OWNERSHIP

An MBE/DBE/ACDBE is a small business that is at least 51% independently owned and controlled by one or more socially and economically disadvantaged individuals

- **Ownership must be real and substantial**
- **Owner must be a U.S. citizen or permanent resident**
- **Firms headquartered in Maryland must be in good standing with the Maryland Department of Assessments and Taxation**

ELIGIBILITY STANDARDS: MINORITY STATUS

Certain groups are *presumed* to be socially disadvantaged:

- Women
- African Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Subcontinent Asian Americans
- Disabled Persons (MBE Program Only)

Firms owned by ethnic women are dually certified

ELIGIBILITY STANDARDS: CONTROL

- **Minority owner(s) must have an overall understanding of, and managerial and technical competence and experience directly related to, the type of business in which the firm is seeking certification**
- **Firms are certified in specific areas of work as defined by the North American Industry Classification System (NAICS Codes)**

To learn more about NAICS Codes visit

<https://www.census.gov/naics/>

ELIGIBILITY STANDARDS: PERSONAL NET WORTH

In order to evaluate economic disadvantage, each minority owner must submit a Personal Financial Statement (a.k.a. Personal Net Worth (PNW) Statement)

PNW is the net value of the assets held by an individual or includes the minority applicant's portion of assets held jointly or as community property

- **MBE Cap:**
 - \$2,136,382 (*adjusted annually*)
- **DBE Cap:**
 - \$2,047,000
- **ACDBE Cap:**
 - \$2,047,000

PNW Calculations DO NOT Include:

- Applicant's personal residence
- Value of the applicant business

ELIGIBILITY STANDARDS: SIZE

All applicant firms must be “small”

- Size standards are set by the U.S. Small Business Administration (SBA) under Regulation 13 CFR Part 121
- Size standards are determined by industry based on NAICS Codes
- Firms seeking DBE Certification must not exceed the current DBE statutory cap of \$30.72

For more information regarding size standards visit SBA's website *at:*

<https://www.sba.gov/size>

The Certification Process



THE PROCESS

1. **APPLICATION** – Applicants must submit an application along with all applicable supporting documentation; online and hard copy versions available
2. **INVESTIGATION** – An MBE Officer reviews the entire application package then conducts an on-site interview with the applicant(s) and performs a job-site visit (if applicable); all findings are documented in a written report
3. **EVALUATION** – The Certification Review Committee (CRC) reviews the investigative report to evaluate whether the applicant firm meets all program requirements.
4. **DETERMINATION** – The Certification Review Committee Chairperson issues a written determination

Out of state firms must be certified in their State of Original Jurisdiction before applying in Maryland

The Application



COMPLETING THE ONLINE APPLICATION

- Create a profile and complete the application using [the Certification Management System](https://marylandmdbe.mdbecert.com/) (<https://marylandmdbe.mdbecert.com/>)
- You will not be able to submit your application until all required fields are completed. All required fields are marked with an asterisk.

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CERTIFICATION TIME

Once a complete application package has been received, it takes an average of 5 to 6 months to complete the certification process

If you do need assistance, please call the OMBE office at 410-865-1269.

ONLINE ANNUAL CERTIFICATION REVIEW

- Firms are reviewed annually and may remain in the program as long as they continue to meet the eligibility standards
- Upon written notice, an MDOT certified firm shall provide updated information annually in order to maintain certification; sixty (60) days prior to a firm's certification anniversary date, a firm will receive a notification from MarylandMDBE@mdbecert.com with the following instructions:
 - Visit MBE site (<https://marylandmdbe.mdbecert.com/>)
 - Click “Submit Annual Review”
 - Proceed to “Login” or “Lookup Account”
 - Submit annual review documents
- A review of the firm is also required when there is a material change in the firm’s circumstances such as ownership, minority status, control, size or services.

As you go through the certification process... **talk
with the experts!**



410.865.1269

mbe@mdot.maryland.gov

www.mdot.maryland.gov

For individual guidance on your application, please contact the Office of Minority Business Enterprise using the contact information above.

Office of Small & Minority Business Policy

May 6, 2025 at 10:00 AM

[Registration is now open online!](#)



Register Now!

Contact:

Eun Young Hong: ehong@mdot.maryland.gov

Heather McCall: hmccall@mdot.maryland.gov

[Office of Small & Minority Business Policy](#)

[**www.mdot.maryland.gov**](http://www.mdot.maryland.gov)



**THANK
YOU**