

Charlotte Business Inclusion Minority Certification

CONTACTS:

Kimberly Tibbs
Certification Specialist, Lead
Kimberly.Tibbs@charlottenc.gov
(704) 336-5066

Jamila Buckner
Certification Specialist
Jamila.Buckner@charlottenc.gov
(980) 291-116

MISSION

The Charlotte Business Inclusion program strives to promote diversity, equity, and inclusion in the city's contracting and procurement process for certified minority, women and small businesses located in the Charlotte region.

VISION

Become a national model for diversity, equity, and inclusion in municipal contracting.

CBI PROGRAM GOALS

- Certify and register minority, women and small business enterprises (MWSBE)
- Establish MWSBE prime and subcontracting goals
- Monitor diversity and inclusion contract compliance
- Track and report on citywide MWSBE spend
- Increase opportunities for MWSBE participation
- Conduct MWSBE education and outreach initiatives

WHAT IS AN MWSBE?

Minority Business Enterprise: A business enterprise in which at least 51% is owned, operated, and controlled by one or more members of a minority race.

Women Business Enterprise: A business enterprise in which at least 51% is owned, operated, and controlled by one or more women.

Small Business Enterprise: A business enterprise in which at least 51% is owned, operated, and controlled by

one or more individuals who meet the City of Charlotte's small business eligibility criteria.

Eligibility Requirements

- Qualifying person(s) must own 51% of the business
- Personal net worth not to exceed \$750,000 (Excludes business ownership, retirement accounts, and eligible equity in residential home)
- Significant business presence in the CSA
- Provide a commercially useful function to the City
- Gross sales receipts cannot exceed ¼ SBA Size Standards

CERTIFICATION BENEFITS

- Certification is FREE!
- Certified firms are listed in the City's vendor database
- Increased visibility and notification of City contracting and subcontracting opportunities
- Free workshops, seminars, and networking events
- Key Programs:
 - Contractor Development
 - Charlotte Small Business Growth Fund
 - CLIMB - Pro Bono Legal Services

HOW TO APPLY FOR CBI CERTIFICATION

- 1) You will need to become a vendor with the City first. To begin the process, Visit: <https://charlotte.diversitycompliance.com>
- 2) Under Vendor Certification, click on Apply For/Renew Certification
- 3) Select Create Account and follow the prompts

CERTIFICATION REQUIRED DOCUMENTS

SBE APPLICANTS MUST SUBMIT:

- ☐ Copies of Professional or Trade License
- ☐ Work experience resume(s) that include places of ownership/employment and corresponding dates.
- ☐ Personal Net Worth (PNW) Statement: the eligible owner(s) must provide a personal net worth statement to verify that the owner does not exceed the \$750,000 personal net worth limitation.
- ☐ Proof of citizenship or permanent residence, (Birth Certificate, passport, voter registration card, green-card or Military ID)
- ☐ Signed lease for office/storage space. If you operate from home please submit a statement indicating that you operate your business from your home residence. Example; Name of business operates from home address, sign and date.

- ☐ List of Equipment (lease or owned) or titles/proof of ownership of equipment needed to operate your business. In a separate sheet of paper, please indicate all equipment you use to operate your business. Example; Phones, fax machine, computers, etc.
- ☐ Tax returns for the past 3 years (or life of firm if less than 3 years old). If no tax returns have been filed, a current Balance Sheet is acceptable
- ☐ List of all projects, currently in process or performed in the past three (3) years, including any contracts with the City of Charlotte denoting participation by key staff members in each project.

SUBMIT ADDITIONAL INFORMATION ACCORDING TO YOUR BUSINESS STRUCTURE

SOLE PROPRIETORSHIP:

- ☐ Professional or Trade License

PARTNERSHIP OR JOINT VENTURE (INCLUDING LP AND LLP):

- ☐ Copy of Partnership or Joint Venture Agreement
- ☐ Professional or Trade License

CORPORATION OR LLC (INCLUDING PC AND PLLC):

- ☐ Official Articles of Incorporation (signed by state official)
- ☐ Both sides of all Corporate Stock Certificates and Stock
- ☐ Transfer Ledger
- ☐ Shareholders Agreement
- ☐ Minutes of all stockholder and Board of Directors meetings
- ☐ Corporate by-laws and any amendments