



## Certifying My Business as a Kentucky Minority & Woman-Owned Business

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There are a number of minority and women-owned businesses in the Commonwealth of Kentucky that are missing out on critical assistance by not certifying their businesses as a Kentucky Minority and Women-Owned Business Enterprise (MWBE). Certification will provide assistance in growing a business, expanding a business, competing for work in Kentucky, and competing for work in states outside of Kentucky. Certification is meant to help level the playing field for minority and women-owned businesses.

To note, government institutions, universities, school systems, and major corporations have implemented Supplier Diversity Programs. These programs establish goals for the company or organization to award a percentage of their business to minority and woman-owned businesses.

### What are the requirements to be certified?

According to the Kentucky Minority Women Business Certification Program, certification requires:

- The business must be 51% majority owned by women or racial or ethnic minority group members who are U.S. citizens or lawfully admitted permanent residents.
- The current racial or ethnic minority and women owners:
  - must have owned and operated the business for at least one full year.
  - must have filed a federal business tax return consisting of one full year.



- The business:
  - must be independently owned and operated and located in the United States.
  - must have been continuously operating for at least one year.
- An out-of-state business:
  - must be currently certified by its home state.
  - must have a physical onsite review conducted by its home state within the last three years.

### Where may I find an application and instructions?

Kentucky Minority & Women Business Certification Program webpage:

<https://mwbe.ky.gov/Pages/appapproval.aspx>

### What supporting documents maybe required?

A business entity submits an application, along with the necessary supporting documentation below:

*If you're going to include documents, these are the ones required with the application. We would prefer that all or none are included, rather than picking out specific documents to list. I have listed those documents required below.*

- Proof of certification by governmental entities
- Copies of certification denials, decertification and appeal decisions
- Proof of racial/ethnic minority or female status for each owner claiming racial/ethnic minority or female status
- Proof of U.S. citizenship or Permanent Resident status for each owner claiming racial/ethnic minority or female status
- Documents indicating business entity status
- Resumes or Curriculum Vitae for each owner claiming female or racial/ethnic minority status
- Proof of contributions used to acquire ownership for each owner claiming female or racial/ethnic minority status
- Proof of any transfers of assets to/from your business and/or to/from any of its owners over the past 3 years
- Annual salaries, owner draws, owner distributions, shareholder distributions and bonuses for all owners, controlling members, officers, managers and directors for the previous year
- List of all employees, job titles, and dates of employment
- List of all equipment (including office equipment) owned, leased or otherwise made accessible to the business

### Where do I submit my application and supporting documentation?

Submit scanned PDFs to [finance.mwbe@ky.gov](mailto:finance.mwbe@ky.gov)

### What happens after I have submitted my completed application and documents?

The time between completed application and owner interview is generally 120-180 days once the application is complete and all documentation has been received by the agency.

- An interview with the program eligible owner(s) via virtually or via telephone (No onsite interviews, due to the Covid-19 pandemic).
- Inspection of documents and a review of equipment.
- The Kentucky Business Certification Committee will receive recommendations from the MWBE staff.
- Kentucky Business Certification Committee will
  - Approve – good for 3-years w/required annual and 3-year updates or
  - Defer – additional information is required or
  - Deny – option to appeal or reapply at a later date

If the Kentucky Business Certification Committee denies your application, you may file an appeal within 30 days of the denial.

### Who do I contact with questions?

You may contact the Kentucky Minority and Women-Owned Business Enterprise

Call 502-564-8099 or email [finance.mwbe@ky.gov](mailto:finance.mwbe@ky.gov)

### Resource

- Minority and women business enterprise certification program. (n.d.). Retrieved February 08, 2021, from <https://mwbe.ky.gov/Pages/eligible.aspx>

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