



City School District of Albany

Opportunities for MWBE Companies

(For CSDA use only)

Company Information:

Company Name: _____

Address: _____

Telephone: _____

Email: _____

Is your firm currently MWBE-certified? **Y/N**

If **Yes**, what trade or expertise? _____

Minority- or Woman- Owned? _____

Years in business? _____

Number of full-time employees? _____

Yearly Gross Sales (provide 2016) _____

If **No**, please follow the steps below:

First Step:

Do I qualify?

1. Is the firm at least **51%** owned independently and controlled by a minority or woman? **Y/N**
2. Does your personal net worth exceed \$3.5 million after allowable deductions below:
 - a. Value of primary residence or mortgage for that residence;
 - b. Ownership interest in the firm;
 - c. Up to \$500,000 of any qualified retirement savings plan.
3. Independent of other firms, demonstrate active business and in business for at least 1 year.

More information:

<https://esd.ny.gov/doing-business-ny/mwbe/mwbe-certification-eligibility-requirements#>

(over)

Second Step:

- Complete NYS online application: esd.ny.gov/mwbe-new-certification
- Call for an office appointment: (518) 270-1130 or nys-capitaldist@esd.ny.gov

If you cannot complete the form today, use one of these options:

- Email this form to the City School District of Albany: mwbe@albany.k12.us
- Fax the form to (518) 475-6024
- Mail or hand deliver this form to:
City School District of Albany, 1 Academy Park, Albany, NY 12207

Notes: This form is being used solely by the City School District of Albany for informational purposes. Non-certified MWBE firms will need New York State certification. For more information, visit esd.ny.gov/mwbe-new-certification as noted above.

Under Article 15-A of the Executive Law, a minority-owned business enterprise is a business enterprise in which at least 51% is owned, operated and controlled by citizens or permanent resident aliens who are meeting the ethnic definitions listed below:

- Black: Persons having origins from any of the Black African racial groups.
- Hispanic: Persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Native American or Latin American origin, regardless of race.
- Asian-Pacific: Persons having origins from the Far East, Southeast Asia or the Pacific Islands.
- Asian-Indian Subcontinent: Persons having origins from the Indian subcontinent.
- Native American or Alaskan Native: Persons having origins in any of the original people of North America.

Under Article 15-A of the Executive Law, a woman-owned business enterprise is a business enterprise in which at least 51% is owned, operated and controlled by citizens or permanent resident aliens who are women.