

# HOW TO APPLY:

1. Go to:  
[www.charleston-sc.gov/127/minority-women-owned](http://www.charleston-sc.gov/127/minority-women-owned)
2. Select Certification Application & complete
3. Attach the following documentation:
  - Copies of signed Federal Tax Returns showing gross business receipts for two years
  - Copy of applicable business license(s) and certifications
  - Copy of current ID (i.e., driver's license, ID card)
  - Copy of deed, rental, or lease agreement showing business address
  - Copies of organizational document filed with Secretary of State (if applicable)



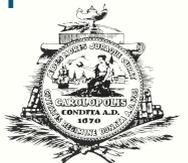
## CONTACT US

Ruth Jordan  
Minority Business  
Enterprise Manager  
(843) 724-7434  
Jordanr@Charleston-SC.gov



## GET CERTIFIED

Minority & Women-  
Owned Business  
Enterprise Office



# WHO WE ARE

Charleston's Minority & Women-Owned Business Enterprise Office (M&WBE) strives to increase participation of minority and women-owned business enterprises in the full array of contracting opportunities available in the City of Charleston.

# WHO QUALIFIES

**WOMAN OWNED BUSINESS:** a business controlled and owned by a woman.

**MINORITY OWNED BUSINESS:** a business controlled and owned by someone who is Black or African American, Hispanic or Latino, Native American, Asian American or Native Hawaiian/Pacific Islander.

The applicant must own 51% of the business and must control the management and daily operations of the business in order to qualify. In addition, the applicant must be a citizen of the United States and have owned the business for at least 2 years.



Complete the City of  
Charleston  
M&WBE Certification  
application at  
[www.charleston-sc.gov](http://www.charleston-sc.gov)



# OUR PROGRAM

The City of Charleston has established goals for the utilization of women and minority-owned businesses. Certification benefits include:

- Validation of M&WBE status
- Sales and marketing opportunities within the City
- Referral to educational programs
- Referral to other diversity programs and organizations
- Technical assistance

# BIDLINE/BID REQUESTS

The City of Charleston is pleased to make available online bids and requests for proposals issued by Procurement, Stormwater Management, and Capital Projects.

Visit:

[www.charleston-sc.gov/131/BIDLINE](http://www.charleston-sc.gov/131/BIDLINE)

or contact Ruth Jordan

Minority Business Enterprise Manager  
(843) 724-7434

[jordanr@charleston-sc.gov](mailto:jordanr@charleston-sc.gov)