

## HOW TO APPLY:

Go to [www.charleston-sc.gov/mwbe](http://www.charleston-sc.gov/mwbe)

Download and complete the fillable  
**M&WBE Certification Application**

*\*This application must be signed and  
notarized.*

Attach the following:

- Copies of signed federal tax returns showing gross business receipts for the last two years (unless you have only been in business for one year)
- Copy of any applicable business license(s) and certifications
- Copy of owner's current ID (i.e. driver's license, ID card)
- Copy of a current deed, rental, or lease agreement showing business address
- Copies of organizational documents filed with Secretary of State (if applicable)
- Current reciprocal local, state, Department of Transportation, or federal certification

Email the completed application and all attachments to [mwbe@charleston-sc.gov](mailto:mwbe@charleston-sc.gov) or mail to 2 George St., Ste 3600, Charleston, SC 29401

## CONTACT US:

**Ruth Jordan**

Minority Business Enterprise Manager

(843) 724-7434

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

To stay up to date on our programs  
and events visit our website:

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



CITY OF CHARLESTON

**M&WBE  
OFFICE**

CONNECTING OPPORTUNITIES

**GET CERTIFIED**

Minority & Women-Owned  
Business Enterprise Office

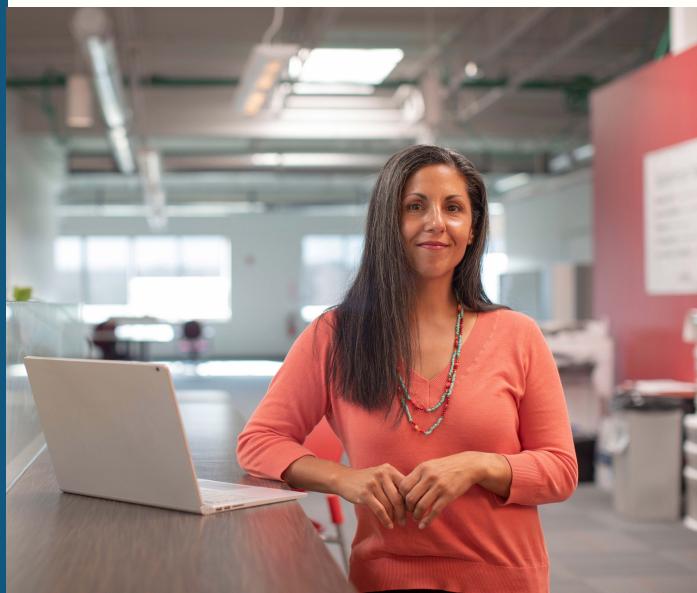


# WHO WE ARE

The City of Charleston's Minority & Women-Owned Business Enterprise Office (M&WBE) empowers minority and women-owned businesses to grow, compete, and participate in the city's contracting and procurement.

## PROGRAM BENEFITS

- Official validation of M&WBE status
- Participation in official M&WBE contracting opportunities that require certification
- Access to City of Charleston Procurement, Stormwater, and Capital Projects through BIDLINEx:  
[www.charleston-sc.gov/BIDLINE](http://www.charleston-sc.gov/BIDLINE)
- Marketing opportunities within the City's M&WBE Spotlight program
- Training & business development
- Technical assistance
- Direct referrals to local business experts & other diversity programs



## WHO QUALIFIES

Applicants must be citizens of the United States, and have owned the business for at least one full year. The gross revenue of the business concerned must not exceed \$7.5 million. The personal net worth of the applicant cannot exceed \$1.32 million, excluding the value of their primary residence and the business they are applying to have certified.

### **MINORITY OWNED BUSINESS:**

A business owned and managed by an individual who is Black or African American, Hispanic or Latino, Native American, Asian American, or Native Hawaiian/Pacific Islander. This individual must actively oversee the daily operations of the business and control a majority (51% or greater) ownership stake.

### **WOMAN OWNED BUSINESS:**

A business owned and managed by a woman who actively oversees its daily operations and controls a majority (51% or greater) ownership stake.

### **\*OUT OF STATE BUSINESSES:**

Please visit [www.charleston-sc.gov/mwbe](http://www.charleston-sc.gov/mwbe) for additional requirements.