Maryland
DEPARTMENT OF SOCIAL AND ECONOMIC MOBILITY
OFFICE OF MINORITY BUSINESS ENTERPRISE

MBE Only Certification Overview

One Certification Agency:
The Maryland Department of Transportation (MDOT) is the official certification agency for the State

Area of Contracting Opportunities:
Contracts awarded by any Maryland agency and most counties, cities, and municipalities

Maryland State Certification:

1. Minority Business Enterprise (MBE)

Four Steps to Certification:

1. Application – applicant submits completed application and supporting documentation to **Office of Minority Business Enterprise (OMBE)**

2. **Investigation** – OMBE staff reviews submitted documentation and conducts an on-site/jobsite visit during which the applicant is interviewed

3. **Evaluation** – The application and supporting documentation is evaluated to determine whether the firm meets the DBE/ACDBE/SBE program requirements. The Certification Committee evaluates whether the applicant firm meets Federal Certification program requirements.

4. **Determination** – A written determination is issued from OMBE
5. *Approved*: letter is sent listing the approved NAICS codes
6. *Denied*: letter is sent detailing the evidence in the record that supports each reason for the denial (firm may appeal the denial and/or reapply in 5 months.

Five Eligibility Standards:

1. **Ownership** – must be at least 51% owned by one or more individuals who are minorities, women, or person with disabilities.

2. **Minority Status**– members of the following groups are presumed to be a minority: Women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and Subcontinent Asian Americans.

3. **Control** – the minority applicant(s) must have an overall understanding of, and managerial and technical competence and experience directly related to the type of business in which the firm is seeking certification.

4. **Personal Net Worth** - each individual owner must complete the personal net worth form.
MBE cap: $2,192,035

5. **Size -** applicant must meet the small business size standards established by the U.S. Small Business Administration (SBA)

For more information about MBE certification and **free** monthly workshops, contact the OMBE at 410-865-1269 or mbe.dosem@maryland.gov