

Small Business Enterprise



Definition:

In order to be certified as a SBE your business must be:

- a business organized for profit, performing a commercially useful function;
- independently owned and controlled;
- averaging annual gross receipts of \$750,000 or less over the last three year period.

Other SBE Certifications Accepted:

- None

Minority Business Enterprise



Definition:

In order to be certified as an MBE your business must be:

- a business organized for profit, performing a commercially useful function;
- at least fifty-one percent (51%) owned by one or more racial/ethnic affirmative action group members;
- controlled (managed and operated daily) by one or more racial/ethnic affirmative action group member(s).
- There are no size restrictions for MBE certification.

Other MBE Certifications Accepted:

In addition to the **Targeted Business Enterprise Application**, a business may submit a current MBE certification issued by:

- State of Wisconsin Department of Commerce; and/or
- Milwaukee Joint Certification Program.

Women Business Enterprise



Definition:

In order to be certified as a WBE your business must be:

- a business organized for profit, performing a commercially useful function;
- at least fifty-one percent (51%) owned by one or more women;
- controlled (managed and operated daily) by one or more women.
- There are no size restrictions for WBE certification.

Other WBE Certifications Accepted:

In lieu of the **Targeted Business Enterprise Application**, a business may submit a current WBE certification issued by:

- Milwaukee Joint Certification Program.

How to apply for certification with the City of Madison:

1. Complete the Application

Provide complete information. Do not leave any item blank. If a section does not apply to your firm indicate this by writing "N/A" or "NOT APPLICABLE."

Applications are in the form of sworn affidavits. Remember to sign the last page and have it notarized.

Note: Businesses applying for certification need only submit one application for consideration of certification for all City of Madison Targeted Business Programs. Based on the information contained in the application, the City will determine which, if any, certifications shall be awarded to an individual firm.

2. Collect the Supporting Documentation

It is important to include the supporting documentation requested. Applications submitted without this documentation cannot be reviewed.

3. Send the complete package to:

Contract Compliance Unit
Affirmative Action Division
210 Martin Luther King, Jr. Blvd., Rm. 523
Madison, WI 53703

Or Send Us:

A copy of the applicable targeted business certifications from one or more the following public agencies:

- State of Wisconsin Department of Transportation for DBE;
- State of Wisconsin Department of Commerce for MBE;
- Milwaukee Joint Certification Program for MBE and/or WBE.

*Note: All businesses applying for SBE certification must complete the **Targeted Business Enterprise Application**.*

Questions? Need help completing your application?

Call us!

(608) 266-4910 (Voice)
or
(866) 704-2314 (TTY/Textnet)

Also, visit us online at:

www.cityofmadison.com/dcr

Located here, you will find a summary of our agency business, applications to participate in the City of Madison's Targeted Business Program, and the latest Targeted Business Directory.

Targeted Business Enterprise Programs

Certification Programs of the City of Madison

Definitions and Application Procedures

City of Madison Department of Civil Rights

DCR

Affirmative Action Division

David J. Cieslewicz, Mayor
Lucía Nuñez, Director
210 Martin Luther King, Jr. Blvd., Rm. 523
Madison, Wisconsin 53703-3346
(608) 266-4910 (Voice)
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www.cityofmadison.com/dcr

If you need an accommodation in order to access this service or need materials in Braille, large print or an alternate format, please contact our office.