

## EASTERN MINORITY SUPPLIER DEVELOPMENT COUNCIL

### Type of Certification: Minority Business Enterprise (MBE)

The Eastern Minority Supplier Development Council (EMSDC) is an affiliate of the National Minority Supplier Development Council (NMSDC), one of the country's leading corporate membership organizations. Whether you are a small minority-owned organization or a billion-dollar powerhouse, the EMSDC as part of the NMSDC network, including 23 regional councils, is committed to helping solve the growing need for supplier diversity. We do this by matching our more than 12,000 certified minority-owned businesses to a vast network of corporate members who wish to purchase their products, services and solutions. Our corporate membership includes many of the largest public and privately-owned companies, as well as healthcare institutions, government/quasi-governmental agencies, colleges/universities, and others.

#### Benefits:

- National recognition as a certified MBE by 1,750 corporate members and government agencies.
- Inclusion in the searchable MBE database.
- Contact information for supplier diversity and procurement representatives.
- Access to bid opportunities.
- Facilitate MBE-to-MBE partnerships to meet the needs of our corporate members.
- Build MBE capacity and capabilities through our programs and other education offerings.
- Targeted trainings, conferences, meetings and networking events to expand your professional network.
- Opportunities to compete for prestigious local, regional, and national supplier excellence awards.
- Executive leadership scholarships.

#### Requirements/Eligibility:

- Business must be a for-profit enterprise, physically located in the U.S., or its trust territories.
- Must be 51% owned, operated and controlled by an ethnic minority, who is African American, Asian-Indian, Asian and Pacific Islander American, Hispanic-American or Native American.
- Must be a U.S. Citizen by birth or naturalized citizen with appropriate documentation.

#### Cost:

- There is a non-refundable application fee for the certification ranging from \$300 - \$1,250 on a sliding scale, based on annual sales and an annual recertification fee on the anniversary date of your certification. Limited grants available on an as needed basis.

#### Contact Information:

*Philadelphia Office*  
Address: Rodin Place, 2000 Hamilton Street,  
Suite 308, Philadelphia, PA 19130  
Number: (215) 569-1005

*Pittsburgh Office*  
Address: 322 North Shore Drive, Building 1B,  
Suite 200, Pittsburgh, PA 15212  
Number: (412) 391-4423  
Website: [www.emsdc.org](http://www.emsdc.org)

## WOMEN'S BUSINESS ENTERPRISE CENTER (WBEC EAST)

### Type of Certification(s): Women's Business Enterprise (WBE) Women Owned Small Business Government Certification (WOSB)

Women's Business Enterprise Center (WBEC East) is a regional partner organization of the Women's Business Enterprise National Council (WBENC), the nation's third party certifier of women owned businesses.

#### Benefits:

- National recognition as a certified Women's Business Enterprise (WBE) by thousands of major U.S. Corporations and by city, state and federal government agencies.
- Access to a current list of supplier diversity and procurement representatives from hundreds of corporations and government agencies.
- Automatic inclusion in WBENCLink, WBENC's proprietary Internet database of certified WBEs.
- Eligibility for participation in MatchMaking opportunities with WBENC Corporate and Government members.
- WBENC is also an approved Third Party Certifier for the United States Small Business Administration (SBA) Women-Owned Small Business (WOSB) Federal Contracting Program.

#### Requirements/Eligibility:

- Ownership: The firm must be at least 51% owned by a woman or women. The applicant must share in all risks and profits commensurate with her ownership interest.
- Control and Management: Proof of active management of the business. Women must possess the power to direct or cause to direct the management and policies of the business.
- Contribution of Expertise and Capital: Contribution of capital and expertise by women owners to acquire their ownership interest shall be real and substantial and be in proportion to the interest acquired.
- Independence: The women owners shall have the ability to perform in her area of specialty/expertise without substantial reliance on males or non-women-owned businesses.
- U.S. Citizenship or Permanent U.S. Resident Status
- How to Apply: Start by visiting the WBENC website, [www.wbenc.org](http://www.wbenc.org), and clicking on Certification, to take advantage of our interactive, on-line application process.

#### Cost:

- The certification fee ranges from \$350 - \$1,250 on a sliding scale, based on gross receipts.

#### Contact Information:

*Philadelphia Office*  
Address: 1315 Walnut Street – Suite 1116,  
Philadelphia, PA 19107  
Number: (877) 790-9232

*Pittsburgh Office*  
Address: 700 River Avenue – Suite 210,  
Pittsburgh, PA 15212  
Number: (412) 935-2545  
Website: [www.wbeceast.com](http://www.wbeceast.com)

## MEMBER ORGANIZATIONS

- Allegheny County Airport Authority - (412) 472-5503  
[www.flypittsburgh.com](http://www.flypittsburgh.com)
- Allegheny County Dept. of Equity and Inclusion - (412) 350-4309  
[www.alleghenycounty.us/equity-inclusion/index.aspx](http://www.alleghenycounty.us/equity-inclusion/index.aspx)
- Allegheny County Economic Development - (412) 350-1048  
[www.alleghenycounty.us/economic](http://www.alleghenycounty.us/economic)
- Allegheny County Housing Authority - (412) 402-2460  
[www.achsng.com](http://www.achsng.com)
- ALCOSAN - (412) 734-8737  
[www.alcosan.org](http://www.alcosan.org)
- City of Pittsburgh Equal Opportunity - (412) 255-8804  
Review Commission  
[www.eorc.pittsburghpa.gov](http://www.eorc.pittsburghpa.gov)
- Community College of Allegheny County - (412) 237-3023  
[www.ccac.edu](http://www.ccac.edu)
- Diversity Business Resource Center (DBRC) - (412) 322-3272  
[www.dbrcpittsburgh.org](http://www.dbrcpittsburgh.org)
- Government Agency Coordination Office of California University of PA (GACO), PTAC - (724) 738-2346  
[www.calu.edu/gaco](http://www.calu.edu/gaco)
- Housing Authority City of Pittsburgh - (412) 643-2768  
[www.hacp.org](http://www.hacp.org)
- Pittsburgh Parking Authority - (412) 560-7275  
[www.pittsburghparking.com](http://www.pittsburghparking.com)
- Pittsburgh Public Schools - (412) 529-4661  
[www.pps.k12.pa.us/Page/1299](http://www.pps.k12.pa.us/Page/1299)
- Pittsburgh Water & Sewer Authority - (412) 255-8800 x6440  
[www.pgh2o.com](http://www.pgh2o.com)
- Port Authority of Allegheny County - (412) 566-5257  
[www.portauthority.org](http://www.portauthority.org)
- Riverside Center for Innovation - (412) 322-3523  
[www.riversidecenterforinnovation.com](http://www.riversidecenterforinnovation.com)
- Sports & Exhibition Authority - (412) 393-7102  
[www.pgh-sea.com](http://www.pgh-sea.com)
- Urban Redevelopment Authority of Pittsburgh - (412) 255-6418  
[www.ura.org](http://www.ura.org)
- U. S. Small Business Administration - (412) 395-6560  
[www.sba.gov](http://www.sba.gov)



*Disclaimer: This brochure is for informational purposes only. For full details, contact certification agency. REV 03/2022*



*Connecting Business and Opportunity*

# BUSINESS CERTIFICATION REFERENCE GUIDE

### Our Mission:

To create effective methods that strengthen economic opportunities for Minority, Women and Disadvantaged Business Enterprises.

To provide assistance enabling contractors and businesses to secure contracts in the goods and service, construction and professional services markets leading to profitability and growth for these businesses.



[mwdbegovpgh@gmail.com](mailto:mwdbegovpgh@gmail.com)

# PENNSYLVANIA UNIFIED CERTIFICATION PROGRAM

## *Type of Certification: Disadvantaged Business Enterprise (DBE)*

### **Benefits:**

Eligible to bid on Federal Transportation related contracts. DBE Certification is recognized by Federal, State, and Local governmental entities in meeting participation requirements on contracting opportunities. DBE certification designation is also recognized broadly by industry and corporate entities seeking women and minority business participation on contracts. All firms wishing to be certified as a DBE must complete an application at [www.paucp.dbesystem.com](http://www.paucp.dbesystem.com) and submit it to the PAUCP for determination of their eligibility. The application is subject to review and verification. Before a determination is made, additional information may be requested and an on-site review with the firm's principals may be conducted by the Pennsylvania Unified Certification Program.

### **Requirements/Eligibility:**

Must be a U.S. Citizen or lawfully admitted permanent resident of the U.S. Socially & Economically Disadvantaged Individuals who are women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, or other minorities found to be disadvantaged by the SBA. Firm must be 51% owned by a socially and economically disadvantaged individual(s) who controls the firm. Personal Net Worth not exceeding \$1.32 million dollars. A small business that meets the Small Business Administration's business size standard and does not exceed \$26.29 million in annual gross receipts over the firm's previous three fiscal years.

### **Cost:**

- Certification is free.

### **Contact Information:**

Agency: Allegheny County Department of Equity and Inclusion  
Number: (412) 350-4309  
Website: [www.alleghenycounty.us/equity-inclusion/index.aspx](http://www.alleghenycounty.us/equity-inclusion/index.aspx)

Agency: Port Authority of Allegheny County  
Office of DBE & DB  
Number: (412) 566-5257  
Website: [www.portauthority.org/business-center/dbel/](http://www.portauthority.org/business-center/dbel/)

Agency: Pennsylvania Department of Transportation (PennDOT)  
Bureau of Equal Opportunity  
Number: (717) 787-5891 / (800) 468-4201  
Website: [www.penndot.gov/about-us/EqualEmployment/Pages/Disadvantaged-Business-Enterprise.aspx](http://www.penndot.gov/about-us/EqualEmployment/Pages/Disadvantaged-Business-Enterprise.aspx)

Agency: Philadelphia International Airport  
Office of Business Diversity  
Number: (215) 937-1801  
Website: [www.phl.org/Pages/OBD/OBDiversity.aspx](http://www.phl.org/Pages/OBD/OBDiversity.aspx)

Agency: Southeastern Pennsylvania Transportation Authority (SEPTA)  
DBE Program Office  
Number: (215) 580-7278  
Website: [www.septa.org/business/dbel/](http://www.septa.org/business/dbel/)

# U.S. SMALL BUSINESS ADMINISTRATION

## *Type of Certification: 8(a) Certification*

### **Benefits:**

- Sole-source contracts up to \$7.5M for Mfg / \$4.5M for Non-Mfg

### **Requirements/Eligibility:**

- 51% or more owned by socially/economically disadvantaged individual(s)
- Adjusted net worth below \$750,000
- Small Business according to firm's primary NAICS code
- 2 years in business with good past performance on contracts

### *Type of Certification:*

## *HUBZone Certification (Historically Underutilized Business Zone)*

### **Benefits:**

- Set-aside contracts, Sole source contracts up to \$7.5M for Mfg / \$4.5M for Non-Mfg
- 10% price evaluation preference in full & open competition

### **Requirements/Eligibility:**

- Small Business by SBA standards
- Principal Office must be in a HUBZone
- 35% of employees must reside in a HUBZone

### *Type of Certification(s):*

## *WOSB – Women Owned Small Business*

## *EDWOSB – Economically Disadvantaged WOSB*

### **Benefits:**

- Set-aside contracts, Sole source contracts up to \$7M for Mfg/\$4.5M for Non-Mfg

### **Requirements/Eligibility:**

- Small Business by SBA standards in designated NAICS codes
- 51% or more owned/controlled by women; Manage daily operations; long term decision maker
- Certified by SBA or third party certified
- Net worth < \$750,000 for EDWOSB

### *Type of Certification(s):*

## *SDVOSB - Service-Disabled Veteran-Owned Small Business*

## *VOSB – Veteran Owned Small Business*

### **Benefits:**

- The Dept. of Veteran Affairs has a priority in acquisitions to SDVOSB/VOSB
- Firms can receive sole source awards up to \$7.0M Mfg / \$4M Non-Mfg

### **Requirements/Eligibility:**

- SDVO must hold the highest officer position
- The VA requires registration through [www.va.gov/osdbu/verification/](http://www.va.gov/osdbu/verification/)

### **Cost:**

- All certifications and services listed above are free.

### **Contact Information:**

Address: 411 Seventh Ave. – Suite 1450, Pittsburgh PA 15219  
Phone Number: (412) 395-6560  
Email: [wpainfo@sba.gov](mailto:wpainfo@sba.gov)  
Website: [www.sba.gov/contracting](http://www.sba.gov/contracting)

# PENNSYLVANIA DEPARTMENT OF GENERAL SERVICES

## *Type of Certification: Small Business Self-Certification and Small Diverse Business and Veteran Business Enterprise Verification*

### **Benefits:**

The Commonwealth of Pennsylvania is committed to providing opportunities for small, small diverse, and veteran businesses to compete in state contracting with the goal of promoting economic growth and success of those small, small diverse and veteran businesses. The Department of General Services (DGS), Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO) administers the Small Business (SB), Small Diverse Business (SDB), and Veteran Business Enterprise (VBE) programs which support small businesses and those small businesses that are minority, women, veteran, service-disabled veteran, LGBT-owned, and disability-owned business entities in their efforts to participate in Commonwealth contracts. The SB, SDB, and VBE programs strive to increase opportunities for small and small diverse businesses to compete as both prime and sub-contractors for Commonwealth contracts and enables them to compete on a more level playing field. The Bureau administers a pro-active compliance review program for monitoring utilization to ensure that contractual commitments between prime contractors and SB, SDB, and VBE sub-contractors are met. Finally, BDISBO conducts outreach and training to expand and enhance the program.

### **Requirements/Eligibility:**

Businesses interested in participating as a small business in the Small Business Program must first register to do business with the Commonwealth, obtain a PA Vendor Number, and self-certify through an online application as a "small business."

To self-certify and participate in the program, a business must meet each of the following requirements:

- The business must be a for-profit, United States business.
- The business must be independently owned.
- The business may not be dominant in its field of operation.
- The business may not employ more than 100 full-time equivalent employees.
- The business may not exceed \$38.5 million three-year average gross revenues.

The opportunity for Small Diverse Business and Veteran Business Enterprise Verification is offered once a business has received a PA Vendor Number and is successfully self-certified with the Commonwealth as a small business.

Department of General Services will accept approved third-party certifications from any of the entities listed below:

- Unified Certification Program (UCP)
- National Minority Supplier Development Council (NMSDC)
- Women's Business Enterprise National Council (WBENC)
- U.S. Small Business Administration (SBA) 8(a) Program
- Vets First Verification Program [www.va.gov/osdbu/verification/](http://www.va.gov/osdbu/verification/)
- Disability: IN [www.disabilityin.org](http://www.disabilityin.org)
- National LGBT Chamber of Commerce (NGLCC)

### **Cost:**

- DGS Self-Certification and Verification are free.

### **Contact Information:**

Address: 401 North Street – Room 611, Harrisburg, PA 17120  
Number: (717) 783-3119 | (717) 787-7052 Fax  
Website: [www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov)

# U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

## *Type of Certification: HUD Section 3 Business Self-Certification*

### **Benefits:**

The HUD Section 3 Business Self-Certification certifies businesses that are owned and controlled by low-income individuals or businesses that provide substantial economic opportunities or employment for low-income people in Allegheny County, PA and surrounding counties, as "Section 3 Eligible". Certification as a Section 3 Business entitles the business to a qualified contracting preference on HUD-funded development projects and opportunities. Certified businesses are listed in a searchable, national on-line database that can be used by developers, contractors, government entities and organizations to identify eligible Section 3 Business Concerns. Section 3 of the U.S. Housing and Urban Development Act of 1968 requires recipients of HUD funding to provide training, hiring and contracting opportunities, to low and very low-income residents of the area, where the HUD-funded project is located, "to the greatest extent feasible". Section 3 applies to contracts worth over \$200,000 in federal housing and community development funds (CDBG HOME, NSP, etc.) and to all contracting and employment by public housing authorities. Section 3 Certification does not automatically entitle a business to a contract on HUD-funded development projects, only a contracting preference.

### **Requirements/Eligibility:**

A business is eligible for HUD Section 3 Business Self-Certification if it meets any one of the following criteria:

- 51% or more of the business is owned and controlled by low or very low-income persons whose household income is no greater than 80% of the HUD Area Median Income (AMI).
- 51% or more of the business is owned and controlled by current public housing residents, or residents who currently live in Section 8-assisted housing, or
- 75% or more of the labor hours performed for the business over the prior three-month period, have been performed by Section 3 workers that meet the definition of low or very low-income persons whose household income is no greater than 80% of the HUD AMI within five years prior to the initial date of hire with the business.

### **Cost:**

- HUD Section 3 Business Self-Certification is free.

### **Contact Information:**

Address: 451 7th Street S.W., Washington, DC 20410  
Number: (202) 708-1112

Website: [www.hud.gov/section3/](http://www.hud.gov/section3/)  
*(Once on the website to self-certify and register: Click on the opportunity portal, then under Section 3 businesses click on search for contracts, hit the business search tab and click on sign-in.)*