

Disadvantaged Business Enterprise (DBE) Program

The Office of Equal Opportunity Contract Compliance, also known as the Small and Minority Business Enterprise Office (SMBEO), actively seeks Disadvantaged Business Enterprise (DBE) firms to take part in the City of Wilmington's competitive bidding process. Not only does this provide more opportunities to more businesses, it ensures that we get the best services for the best value. Building mutually beneficial, productive partnerships between the City of Wilmington and the DBE business community is our ultimate goal. Thank you for your interest and participation.



CITY OF WILMINGTON

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

Program Overview & Eligibility Guidelines

Responsibilities of the Equal Opportunity/Contract Compliance Office (EO/CCO) are assumed by the City of Wilmington's Small and Minority Business Enterprise Office (SMBEO) in the Office of Economic Development. The City of Wilmington has established laws and procedures to increase accessibility of contracting opportunities for small and minority businesses. The EO/CCO authority derives from Chapter 35, Article IV of the Wilmington City Code. This section of the Code addresses Equal Opportunity in Employment and City Contracts.

DEFINITION OF DISADVANTAGED BUSINES ENTERPRISE (DBE)

As defined in the City Code, *disadvantaged business* means a new, small or local business, whether a sole proprietorship, partnership, corporation or other entity, or any business that is at least 51 percent owned by one or more disadvantaged individuals who, in fact, control the management and daily operations of that business.

Disadvantaged individuals are those individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business who are not so disadvantaged (i.e economically disadvantaged).

ELIGIBILITY CRITERIA

When determining disadvantaged status, there is a presumption of economic disadvantage if the business is 51% or more owned, controlled, and managed by an individual or group of individuals who meet at least one of the following two criteria:

- an individual is a member of a chronically unemployed demographic subgroup identified by race or national origin, where current, verifiable local statistics confirm the existence of unemployment rates among the subgroup that are more than fifty percent (50%) above the prevailing overall unemployment rate statewide. Presently the two subgroups identified under this provision are Black/African American and Hispanic.
 Firms that apply and qualify under this provision will be referenced as a "Minority-Owned Firm".
- 2) an individual has net worth under \$500,000 (not including up to \$150,000 of equity in his primary residence); in determining net worth eligibility, the City may consider, but shall not be limited to, reviewing the assets and net worth of the individual disadvantaged owner(s) and the business.

Firms that apply and qualify under this provision will be referenced as a "Net Worth Firm".

PARTICIPATION GOALS

The City of Wilmington, through the Equal Opportunity/Contract Compliance Office, is dedicated to assisting Disadvantaged Business Enterprises (DBE) in becoming actively involved in the City's procurement process. In an effort to expand opportunities for disadvantaged businesses, the City has established goals for contracting with DBEs, expressed as percentages of the total dollar amount of each of the following contract categories: construction, goods/services, and professional services. The current participation goals are defined as follows:

Construction Contracts
 Goods & Services
 Professional Services



CITY OF WILMINGTON DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

Certification Application Instructions

This DBE Certification Application is for the City of Wilmington's DBE program only.

Wilmington's program is separate and distinct from Federal, State, and other local program certifications.

Please review the **Program Overview & Eligibility Guidelines** before completing this application.

START BY DETERMINING YOUR APPLICATION TYPE:			
	If you are renewing your certification as a minority-owned firm, submit documents listed in PARTS A & B.		
	If you are applying as a minority-owned firm for the first time, submit the items listed in PARTS A & B.		
	If you are applying as a <u>net worth firm for the first time or renewal</u> , submit the items listed in PARTS A, B, & C.		
PART A:			
	Notarized Certification Application Form		
PART B:			
	Copy of valid, official photo identification with signature for each owner (driver's license, passport, etc.)		
	Copy of a valid City of Wilmington business license		
	Resume for each owner/principal		
	Business literature (brochure, business card, etc.)		
	Reference documents (select ONLY 1 type of reference documentation from the following):		
	☐ Copy of unexpired minority or disadvantaged business certification(s)		
	OR		
	☐ Three letters of reference (business)		
STOP HERE IF YOU ARE A MINORITY-OWNED FIRM; CONTINUE IF YOU ARE A NET WORTH APPPLICANT			
PART C-NET WORTH ADDENDUM: Submit the following documents for each owner that will be included in our review to satisfy the 51% disadvantaged status requirement.			
	Signed <i>Personal Financial Statement</i> form		Copy of principal's most recent tax return
	Notarized <i>Declaration of Net Worth</i> form		Copy of most recent tax return for business seeking certification
	Copy of bank/account statements to verify balances		
	Statements/bills from creditors showing proof of liabilities		Copy of current balance sheet for business seeking certification
	Copy of settlement sheet to verify purchase price of primary residence		

Please allow 6-8 weeks for processing of a completed application. Upon the approval of your application, you will receive a DBE certification document via mail, which will be valid for two years from the date of issuance.

If you have any questions, please feel free to contact the office. Thanks for your participation!