



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.

Brought to you by the:

CITY OF WILMINGTON MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT
Small & Minority Business Enterprise Office

800 North French Street—3rd Floor • Wilmington, DE 19801 • 302-576-2121 • smbeo@wilmingtonde.gov



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 net worth firm for the first time or renewal, 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 APPLICANT*****

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.

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| <input type="checkbox"/> Signed Personal Financial Statement form | <input type="checkbox"/> Copy of principal's most recent tax return |
| <input type="checkbox"/> Notarized Declaration of Net Worth form | <input type="checkbox"/> Copy of most recent tax return for business seeking certification |
| <input type="checkbox"/> Copy of bank/account statements to verify balances | <input type="checkbox"/> Copy of current balance sheet for business seeking certification |
| <input type="checkbox"/> Statements/bills from creditors showing proof of liabilities | |
| <input type="checkbox"/> 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!