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**Women/Minority Business Enterprise (W/MBE)
Small Local Business Enterprise (SLBE) Certification
Eligibility Requirements**

Certification applies to:

- Small Local Business (Race/Gender Neutral) (**S.L.B.E.**)
- Women / Minority Business Enterprise (Race / Gender Specific) (**W/MBE**)
 - African American Business (Male/Female) (**BBE**) -Asian American Business (Male/Female) (**ABE**)
 - Hispanic Business (Male/Female) (**HBE**) -Native American Business (Male/Female) (**NBE**)

Women/Minority Business Enterprise Certification Eligibility Requirements: (Majority Owner(s) must be Resident of The State of Florida. This Certification is Race and Gender Specific)

The applicant business must be at least 51% owned and controlled by **one** of the women or minority groups. For corporations, at least 51% of the stock must be held by the applicable group who also has at least 51% control of the management, affairs, and day-to-day operations of the corporation. (For Example, A Business applying for Woman Business Certification (WBE) must be at least 51% owned **and** controlled by a Caucasian Woman. For corporations, at least 51% of the stock must be owned by a Caucasian Woman or a Caucasian Woman who **also** has at least 51% control of the management, affairs, and day-to-day operations of the corporation.) The above applies to the certification of SLBE and W/MBE. W/MBE certification includes African American (BBE), Hispanic (HBE), Native American (NBE), Asian American (ABE), and Caucasian Woman (WBE) Business Enterprises

Small Local Business Enterprise Certification Eligibility Requirements: (Race & Gender Neutral)

The applicant business must be independently owned; must have 25 or fewer permanent, full-time employees, average gross revenues (for the last 3 years) **not exceeding** \$2,000,000 (two million), and must be located in one of the following Florida counties: Hillsborough, Pasco, Polk, Pinellas or Manatee. All owners must be residents of the State of Florida.

WMBE/SLBE Eligibility Requirements

All applicant businesses must have been in operation for a minimum of one (1) year. (Business operation is defined as having conducted business, made sales, engaged in contracts, provided services, submitted estimates/proposals, etc.) In the case of W/MBE certification, the qualifying female(s) or Minority(s) must have owned and operated the business for the requisite one (1) year. For W/MBE certification, the qualifying (majority) Woman or Minority owner must have owned and controlled business operations for at least one (1) year.

NOTE: Publicly Traded Companies, Franchises, and Non-Profits are not eligible for W/MBE or SLBE certification.

Complete and submit your application on-line at tampa.diversitysoftware.com

For questions relating to your application, please call Leta Perez at (813) 274-5505

306 E. Jackson St. • Tampa, Florida 33602 • (813) 274-5505 • FAX: (813) 274-5542



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DIVERSITY MANAGEMENT BUSINESS SYSTEM

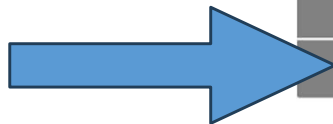
[Portal Sign-In](#)

WMBE & SLBE Certified Companies Directory

Search or join our database of certified vendors

[WMBE & SLBE Certified Companies Directory](#)

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System Training

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Additional information for our users

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Account Access

Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)

Complied By: Sajan Patel- Equal Business Opportunity - Methods Management Analyst

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Apply for Certification

Welcome! You are about to complete the online WMBE-SLBE certification application for the City of Tampa. Please select one option below. If you have any questions or need help while completing the application please contact the City of Tampa's Office of Equal Business Opportunity at (813) 274-5522 or send an email to tampa@diversitysoftware.com. For technical support, [click here](#).

Renew Your Certification

I Know My Username & Password

» [Login](#)

I Forgot My Username & Password

» [Lookup Account](#)

New Certification

Your firm is not currently certified with the City.

[Create Account](#)

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our [online support form](#).



Account Lookup

Account Lookup

Forgot Password

Read Info for Staff

Read Info for Vendors

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* required entry

Section 1: Business Lookup

TAX ID NUMBER *

Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily [obtained from the IRS](#) at no charge.

Section 2: Business Information

BUSINESS NAME *

DBA NAME

COMPANY TYPE *

COMPANY ETHNICITY

None selected

COMPANY GENDER

None selected

Section 3: Business Contact Information

MAIN COMPANY EMAIL *

MAIN PHONE *

MAIN FAX

COMPANY WEBSITE

COMPANY ADDRESS *

CITY *

STATE/PROVINCE *

U.S. States/Provinces or Canadian Provinces

ZIP CODE/POSTAL CODE *

U.S. Zip Code or Canadian Postal Code

COUNTRY *

United States

Section 4: Company Contact Person

NAME *

First name Last name

TITLE

EMAIL/USERNAME *

[Copy from above](#)

PHONE NUMBER *

[Copy from above](#)
 Ext.

MOBILE NUMBER

FAX NUMBER

[Copy from above](#)

CHOOSE PASSWORD *

Strength Not Sufficient

Password requirements:

Must be at least 8 characters long

RETYPE PASSWORD *

TIME ZONE *

US/Eastern

*Contact Information must have a **valid** Name, Phone #, and Email*

DOCUMENTATION TO SUBMIT WITH APPLICATION

SOLE PROPRIETORSHIP – Must submit copy of the following:

Use this sheet as a checklist and check off each item you are submitting.
For all other items, if not available, provide a written explanation

_____ License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)

_____ Florida Fictitious Name Registration (not required if business name includes owner's **FIRST & LAST** name)

_____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, a clear and legible copy of Florida Driver's license is sufficient. Others must provide a birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)

_____ Proof of Florida residency for all owners (Voter's I.D. or Property Tax Exemption Certificate)

_____ Complete current resume showing education, training and employment experience with dates

_____ Most recent financial statement of business net worth, balance sheet and annual financial statement of income

_____ Employer's Quarterly Wage report for last two quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete "Affidavit of No Employees" available in the online application document section at tampa.diversitysoftware.com.

_____ Last 3 year's personal federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)

_____ Third party agreements (e.g., rental or management service agreements, etc).

_____ Screen shot showing DemandStar registration with City of Tampa (must log in first)

**IF APPLYING AS A SOLE PROPRIETORSHIP
SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION**

DOCUMENTATION TO SUBMIT WITH APPLICATION

CORPORATION/JOINT VENTURE – Must submit copy of the following:

Use this sheet as a checklist and check off each item you are submitting.

For all other items, if not available, provide a written explanation

- _____ License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)
- _____ All issued stock certificates (Corp) (front/back) include canceled/voided certificates
- _____ Stock Ledger (if kept)
- _____ Proof of Stock Purchase/Capital Investment (canceled check, purchase agreement, etc.)
- _____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, clear and legible copy of Florida Driver's license is sufficient. Others must provide birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)
- _____ Proof of Florida Residency for all owners (Voter's I.D. or Property Tax Exemption Certificate)
- _____ Complete current resume showing education, training and employment experience with dates
- _____ Most recent Annual Report filed with the State of Florida (Actual Report – not Certificate of Status)
- _____ Articles of Incorporation and, if any, all amendments
- _____ Corporate Bylaws
- _____ Minutes of Organizational meeting of Shareholders and Board of Directors
- _____ Current financial statement including balance sheet and income statement prepared by an independent CPA or accountant or business owned financial software.
- _____ Employer's Quarterly Wage report for last eight quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete "Affidavit of No Employees" available in the online application document section at tampa.diversitysoftware.com.
- _____ Last 3 year's business federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)
- _____ Third party agreements (e.g., rental or management service agreements, etc).
- _____ Screen shot showing DemandStar registration with City of Tampa (must log in first)

IF APPLYING AS A CORPORATION/JOINT VENTURE SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION

DOCUMENTATION TO SUBMIT WITH APPLICATION

LLCs and PARTNERSHIPS – Must submit copy of the following:

Use this sheet as a checklist and check off each item you are submitting.

For all other items, if not available, provide a written explanation

_____ License(s) to do business in Florida (Business Tax/Occupational, professional, trade/permit, specialty, DBPR, etc.)

_____ Certificates of Membership (if issued)

_____ Proof of Membership or Partnership Investments (canceled check, purchase agreement, etc.)

_____ Proof of Female or Minority status for all owners/stockholders/members (**FOR DM/DWBE, MBE AND WMBE APPLICANTS ONLY**). (Note: for female and African American, clear and legible copy of Florida Driver's license is sufficient. Others must provide birth certificate(s) or other legal document (e.g., passport, certificate of naturalization, etc) that identifies ethnicity and/or place of birth. If the minority(s) is a 2nd or 3rd generation American, proof of lineage must be provided via above documentation for at least one parent and, if applicable, grandparent)

_____ Proof of Florida Residency for all owners (Voter's I.D. or Property Tax Exemption Certificate)

_____ Complete current resume showing education, training and employment experience with dates

_____ Most recent Annual Report filed with the State of Florida (Actual Report – Not Certificate of Status)

_____ Articles of Organization (LLC)

_____ Operating Agreement (LLC)⁽¹⁾ or * Partnership/Profit Sharing Agreement
(1) Not required if LLC has only one member/manager

_____ Minutes of Organizational Meeting

_____ Current financial statement including balance sheet and income statement prepared by an independent CPA or accountant or business owned financial software.

_____ Employer's Quarterly Wage report for last eight quarters or recent payroll for permanent, full-time employees (include owners and officers). If none, complete "Affidavit of No Employees" available in the online application document section at tampa.diversitysoftware.com.

_____ Last 3 year's business federal tax returns including all schedules and attachments (If less than 3 years in business, provide returns for years filed. If an extension has been filed for the most recent tax year due, provide a copy of the extension request.)

_____ Third party agreements (e.g., rental or management service agreements, etc).

_____ Screen shot showing DemandStar registration with City of Tampa and Hillsborough County (must log in first)

**IF APPLYING AS An LLC Or PARTNERSHIP
SUBMIT THIS FORM WITH YOUR COMPLETED APPLICATION**