



# City School District of Albany

## Opportunities for MWBE Companies

(For CSDA use only)

### Company Information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Is your firm currently MWBE-certified? **Y/N**

If **Yes**, what trade or expertise? \_\_\_\_\_

**Minority- or Woman- Owned?** \_\_\_\_\_

*Years in business?* \_\_\_\_\_

*Number of full-time employees?* \_\_\_\_\_

*Yearly Gross Sales (provide 2016)* \_\_\_\_\_

If **No**, please follow the steps below:

### **First Step:**

#### **Do I qualify?**

1. Is the firm at least **51%** owned independently and controlled by a minority or woman? **Y/N**
2. Does your personal net worth exceed \$3.5 million after allowable deductions below:
  - a. Value of primary residence or mortgage for that residence;
  - b. Ownership interest in the firm;
  - c. Up to \$500,000 of any qualified retirement savings plan.
3. Independent of other firms, demonstrate active business and in business for at least 1 year.

More information:

<https://esd.ny.gov/doing-business-ny/mwbe/mwbe-certification-eligibility-requirements#>

(over)

## **Second Step:**

- Complete NYS online application: [esd.ny.gov/mwbe-new-certification](http://esd.ny.gov/mwbe-new-certification)
- Call for an office appointment: (518) 270-1130 or [nys-capitaldist@esd.ny.gov](mailto:nys-capitaldist@esd.ny.gov)

### ***If you cannot complete the form today, use one of these options:***

- Email this form to the City School District of Albany: [mwbe@albany.k12.us](mailto:mwbe@albany.k12.us)
- Fax the form to (518) 475-6024
- Mail or hand deliver this form to:  
City School District of Albany, 1 Academy Park, Albany, NY 12207

Notes: This form is being used solely by the City School District of Albany for informational purposes. Non-certified MWBE firms will need New York State certification. For more information, visit [esd.ny.gov/mwbe-new-certification](http://esd.ny.gov/mwbe-new-certification) as noted above.

Under Article 15-A of the Executive Law, a minority-owned business enterprise is a business enterprise in which at least 51% is owned, operated and controlled by citizens or permanent resident aliens who are meeting the ethnic definitions listed below:

- Black: Persons having origins from any of the Black African racial groups.
- Hispanic: Persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Native American or Latin American origin, regardless of race.
- Asian-Pacific: Persons having origins from the Far East, Southeast Asia or the Pacific Islands.
- Asian-Indian Subcontinent: Persons having origins from the Indian subcontinent.
- Native American or Alaskan Native: Persons having origins in any of the original people of North America.

Under Article 15-A of the Executive Law, a woman-owned business enterprise is a business enterprise in which at least 51% is owned, operated and controlled by citizens or permanent resident aliens who are women.