

WOSB CERTIFICATION BASICS

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Funded in part through a co-operative agreement with the S.B.A.

First.....

- Find Your NAICS Code
- Are you considered a small business?
- Register @ SAM.Gov as WOSB or EDWOSB
- Get a DUNS number



Are there WOSB set asides for me?

- Are there WOSB set asides in your NAICS code?
- Research past purchases @ FPDS.gov
- Research current opportunities @ FBO.gov



Is my business “woman owned”?



- 51%
- Unconditionally and directly
- Owned and controlled
- By one or more women
- Who are U. S. citizens

Is my business economically disadvantaged?

- Total assets < \$6 million
- Net worth < \$750,000
- Personal income < \$350,000



Getting Certified

- Self Certification (?)
- Third Party Certification



Self Certification

- Gather the necessary documents
 - *Birth certificate or passport of owner(s)*
 - *Articles of incorporation*
 - *By-laws and amendments of company*
 - *Stock certificates, ledger, voting agreements (if applicable)*
 - *Assumed name certifications (if applicable)*
 - *Joint venture agreements (if applicable)*



Self Certification



- Go to certify.sba.gov
- Create an account, upload documents
- No updates required unless there is a “material change”
- Documents uploaded to SBA stay with your profile and can be used for other programs

Third Party Certification

- Four approved certifiers:

- *National Women's Business Owners Corporation (NWBOC)*
- *Women's Enterprise National Council (WBENC)*
- *U.S. Women's Chamber of Commerce (USWCC)*
- *El Paso Hispanic Chamber of Commerce (EPHCC)*



Third Party Certification

- Written application
- Supporting documents
- Application fee
- Most also require annual renewal / fee



Questions?



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