

**HOW TO APPLY FOR SECTION 3
BUSINESS CERTIFICATION WITH THE
CITY OF KENOSHA:**

1. **COMPLETE THE APPLICATION**

PROVIDE COMPLETE INFORMATION. DO NOT LEAVE ANY ITEM BLANK. IF A SECTION DOES NOT APPLY TO YOUR FIRM INDICATE BY WRITING "N/A" OR "NOT APPLICABLE"

2. **COLLECT SUPPORTING DOCUMENTATION**

IT IS IMPORTANT TO INCLUDE THE SUPPORTING DOCUMENTATION REQUESTED. APPLICATIONS SUBMITTED WITHOUT THIS DOCUMENTATION CANNOT BE REVIEWED.

3. **SEND COMPLETE APPLICATION AND SUPPORTING DOCUMENTATION TO**

CITY OF KENOSHA
DEPARTMENT OF CITY DEVELOPMENT
625 52ND STREET, ROOM 308
KENOSHA, WI 53140



OR SEND US:

A COPY OF THE APPLICABLE CERTIFICATIONS FROM:

1. STATE OF WISCONSIN DEPARTMENT OF COMMERCE FOR MBE;
2. STATE OF WISCONSIN DEPARTMENT OF COMMERCE FOR WBE.

QUESTIONS?

NEED HELP COMPLETING YOUR APPLICATION?

CALL US!

(262) 653-4030

ALSO, VISIT US ON LINE AT:

WWW.KENOSHA.ORG



Attachment B

CITY OF KENOSHA

OUTREACH IN CONTRACTING WITH:

- *MINORITY BUSINESS ENTERPRISES (MBEs);*
- *WOMAN OWNED BUSINESS ENTERPRISES (WBEs); OR*
- *SECTION 3 BUSINESS CONCERNS*

FOR FEDERALLY FUNDED HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS

DEFINITIONS AND APPLICATION PROCEDURES

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KEITH G. BOSMAN, MAYOR
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DEPARTMENT OF CITY DEVELOPMENT
625 52ND STREET
KENOSHA, WISCONSIN 53140

(262) 653-4030 (VOICE)
(262) 653-4045 (FAX)

CITYDEVELOPMENT@KENOSHA.ORG

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MINORITY BUSINESS ENTERPRISE



DEFINITION:

IN ORDER TO BE CERTIFIED AS AN MBE, YOUR BUSINESS MUST BE:

- A BUSINESS ORGANIZED FOR PROFIT, PERFORMING A COMMERCIALY USEFUL FUNCTION;
- AT LEAST FIFTY-ONE PERCENT (51%) OWNED BY ONE OR MORE RACIAL/ETHNIC AFFIRMATIVE ACTION GROUP MEMBERS;
- CONTROLLED (MANAGED AND OPERATED DAILY) BY ONE OR MORE RACIAL/ETHNIC AFFIRMATIVE ACTIONS GROUP MEMBER(S)
- THERE ARE NO SIZE RESTRICTIONS FOR MBE CERTIFICATION;
- OBTAIN MBE CERTIFICATION THROUGH THE STATE OF WISCONSIN DEPARTMENT OF COMMERCE MINORITY BUSINESS DEVELOPMENT PROGRAM (WWW.COMMERCE.STATE.WI.US)



WOMAN BUSINESS ENTERPRISE



DEFINITION:

IN ORDER TO BE CERTIFIED AS AN WBE, YOUR BUSINESS MUST BE:

- A BUSINESS ORGANIZED FOR PROFIT, PERFORMING A COMMERCIALY USEFUL FUNCTION;
- AT LEAST FIFTY-ONE PERCENT (51%) OWNED BY ONE OR MORE WOMEN;
- CONTROLLED (MANAGED AND OPERATED DAILY) BY ONE OR MORE WOMEN;
- THERE ARE NO SIZE RESTRICTIONS FOR MBE CERTIFICATION.
- OBTAIN WBE CERTIFICATION THROUGH THE STATE OF WISCONSIN DEPARTMENT OF COMMERCE WOMAN-OWNED BUSINESS CERTIFICATION PROGRAM (WWW.COMMERCE.STATE.WI.US)



SECTION 3 BUSINESS CONCERNS



DEFINITION:

IN ORDER TO BE CERTIFIED AS A SECTION 3 BUSINESS, YOUR BUSINESS MUST BE:

- A BUSINESS THAT IS 51 PERCENT OR MORE OWNED BY LOWER-INCOME (BELOW 80% OF KENOSHA COUNTY MEDIAN INCOME) WHO ARE RESIDENTS OF KENOSHA COUNTY, OR;
- A BUSINESS WHOSE PERMANENT, FULL TIME EMPLOYEES INCLUDE PERSONS, AT LEAST 30 PERCENT OF WHOM ARE CURRENTLY SECTION 3, LOW-INCOME RESIDENTS OF KENOSHA COUNTY.
- A BUSINESS THAT PROVIDES EVIDENCE OF A COMMITMENT TO SUBCONTRACT IN EXCESS OF 25% OF THE DOLLAR AMOUNT OF ALL SUBCONTRACTS TO QUALIFIED SECTION 3 BUSINESSES AND SUBCONTRACTORS.

SMALL BUSINESS ENTERPRISE



DEFINITION:

IN ORDER TO BE CERTIFIED AS A SMALL BUSINESS ENTERPRISE YOUR BUSINESS MUST BE:

- A BUSINESS ORGANIZED FOR PROFIT, PERFORMING A COMMERCIALY USEFUL FUNCTION;
- INDEPENDENTLY OWNED AND CONTROLLED;
- AVERAGING ANNUAL GROSS RECEIPTS OF \$750,000 OR LESS OVER THE LAST THREE YEAR PERIOD.