

ADDENDUM FOR M/WBE CERTIFICATION WITH THE SCHOOL CONSTRUCTION AUTHORITY

Instructions: Please review the requirements below regarding the use of this Addendum to apply for M/WBE certification with The School Construction Authority (SCA). Please be advised that this service is a one-time courtesy for businesses that have never previously applied or are not currently under review for certification with SCA but are certified with the City of New York Department of Small Business Services (SBS). In addition, SCA reserves the right to request additional information from the applicant to determine the business' eligibility for certification as an M/WBE with SCA.

SCA requires all applicants to first be approved through the SCA Prequalification Process. To begin the prequalification process, firms are strongly encouraged to submit the SCA [online prequalification application](#). Once you are officially notified that your firm has been prequalified, you are eligible to begin the M/WBE Certification Process.

If eligible, applicants must simultaneously submit this Addendum and the fully completed SBS M/WBE Certification Application and all requested supporting documentation. If your business is granted certification as an M/WBE with SBS, **SBS will submit these documents to the SCA on your behalf.**

***Note:** Failure to certify with SBS may or may not preclude a business entity from eligibility for M/WBE Certification with SCA. An applicant may choose to separately submit a properly completed SCA M/WBE Certification Application to SCA. However, it is important for applicants to note that SBS **will not forward** a completed SBS Addendum for SCA M/WBE Certification to SCA for review if the applicant is denied M/WBE Certification by SBS.*

**SCA-SBS M/WBE CERTIFICATION APPLICATION
AUTHORIZATION TO RELEASE FORM**

Firm Name: _____ **EIN:** _____

Business Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: () _____ - _____ **Email:** _____

Certifying as: MBE and/or WBE (check all that apply)

AUTHORIZATION TO RELEASE FORM

This Authorization to Release Form must be signed by an eligible minority or woman-owner of the SBS-certified firm.

The undersigned, _____, being the
_____ Name
_____ of _____, certifies that
Title Firm Name

I/my firm is currently certified by the New York City Small Business Services (SCA) as a Minority-owned Business Enterprise (MBE) and/or as a Women-owned Business Enterprise (WBE) (collectively, "M/WBE").

Please check box below to indicate your authorization for SBS to release your information to SCA.

I hereby authorize the SBS to release to the New York City School Construction Authority (SCA) any information and documentation concerning my SBS M/WBE Certification Application in order for SCA to determine my eligibility for M/WBE Certification. This information/documentation may include, but is not limited to, my submitted SBS M/WBE Certification Application and any documentation or evidentiary support submitted with said Application.

Furthermore, I understand that this authorization is voluntary and that by returning this signed Authorization to Release Form my firm is not guaranteed M/WBE Certification by SBS. I also understand that SBS reserves the right to request additional information to evaluate my firm's eligibility for certification pursuant to the SBS Rules.

Signature: _____ / _____ / _____
Month Day Year

SCA CERTIFICATION AFFIDAVIT

This affidavit must be signed by an eligible minority or woman-owner of the SBS-certified firm.

The undersigned, _____, being the

Name

_____ of _____, requests

Title

Firm Name

Certification as a Minority-owned Business Enterprise (MBE) and/or as a Women-owned Business Enterprise (WBE) with the New York City Department of Small Business Services (SBS), and for that purpose does hereby verify, under penalties of perjury:

1. The SCA application form, supporting documents, audit reports and any other information provided to the New York City Small Business Services (SBS) or SCA in support of the firm's Application are considered part of this certification request. It is recognized and acknowledged that the information contained in the Application was given under oath, that the Application was submitted as an inducement to the SBS to certify the Applicant as an MBE, a WBE, or as both, and that SCA will rely on the information supplied therein in order to determine the eligibility of the Applicant for such certification. Certification by SCA is subject to all applicable laws and rules of the SCA M/WBE Certification Program. The Applicant acknowledges that in order to maintain SCA certification, the Applicant must comply with the SCA re-certification process.
2. The Applicant agrees to provide notice to the SCA and SBS of any material change in the information contained in the Application within 45 days of such change.
3. The Applicant understands that SCA may require proof of eligibility in addition to the information disclosed in the SBS Application. The Applicant agrees to submit additional proof if it is requested by SCA and acknowledges that SCA may determine not to certify the Applicant as an MBE or as a WBE if the additional proof is not submitted within 30 days after the date it is requested by SCA, or if the additional proof is not submitted as noticed to the applicant in an SCA letter of request for additional information.
4. The Applicant understands that a material false statement or omission made in connection with the SBS Application or related to any additional information submitted to SCA is sufficient cause for the denial of certification by or revocation of prior certification by the SCA and SBS and may subject the person and/or entity making the false statement to any and all civil and criminal penalties available pursuant to applicable law.
5. The Applicant consents to inquiries by SCA of the Applicant's bonding companies, banking institutions, credit agencies, contractors, affiliates, clients, and other certifying agencies to ascertain the Applicant's eligibility for certification. The Applicant also consents to the inspection by SBS of its place of business, books and records, and to permit interviews of its principals and employees. The Applicant acknowledges that refusal to permit such inquires shall be grounds for denial or revocation of SBS certification.
6. The Applicant further acknowledges that he or she has read the SBS Application, knows its contents, and that the statements and representations made in the Application or in any additional documentation to be provided to SCA are true to his or her knowledge. If the application is on behalf of a corporation, it is made at the direction of the Board of Directors.

Signature: _____ Date: _____

This affidavit declares said firm to be a Minority and Women-owned Business Enterprise (M/WBE) and said affidavit shall become a matter of public record, unless withdrawn by the applicant or rejected by SBS prior to any other decision being made as to eligibility for certification under the Program.