

## Guidelines for Completing the Masshousing M/WBE Directory Registration Form

### I. Overview

By listing your business in the MassHousing M/WBE Business Directory, you are enhancing the opportunity for your business to establish a contractor or vendor relationship with MassHousing and MassHousing's business partners, specifically, management companies and general construction contractors seeking to do business with minority- and women-owned entities. Therefore, you will want to provide a comprehensive and accurate description about your company and the services and/or goods you provide.

Please complete all of the required fields, which are marked with an asterisk (\*). Complete as many of the optional fields as relevant. Please be aware that all data is reviewed for accuracy before it is published in the directory and that a representative from MassHousing may contact you regarding the information that was provided during the registration process. You are responsible for notifying MassHousing if and when your information changes. Changes may be sent to [mwbedirectory@masshousing.com](mailto:mwbedirectory@masshousing.com).

### II. Specific Instructions

#### COMPANY INFORMATION

Indicate the legal name, type and mailing address of your business.

Type of business:

*Joint Venture Partnership*  
*Sole Proprietorship*  
*Partnership*  
*Limited Liability Partnership*  
*Corporation*  
*Limited Liability Company*  
*Not for Profit Organization*

#### CERTIFICATION/ OWNERSHIP INFORMATION

Indicate the certification date, the type of business ownership, and the type of certification that best describes your business. Select only one.

#### **Certification Date**

Identify the most recent date that the business was certified.

#### **Type of Ownership**

Indicate the type of business ownership that best describes your business. Select only one.

##### *MBE - Minority Business Enterprise*

A firm that is at least 51% owned, managed, and controlled by a Black, Hispanic, Asian-American or Native American male(s).

##### *WBE - Women Business Enterprise*

A firm that is at least 51% female owned, managed and controlled by a woman or women.

##### *M/WBE – Minority-/Women-Owned Business Enterprise*

A firm that is at least 51% owned by a Black, Hispanic, Asian American or Native American woman or women.

*MNPO – Minority Nonprofit Organization*

A minority-controlled nonprofit corporation organized as a 501c(3) or 501c(4) in accordance with Massachusetts laws.

*WNPO – Woman Nonprofit Organization*

A woman-controlled nonprofit corporation organized as a 501c(3) or 501c(4) in accordance with Massachusetts laws.

*M/WNPO - Minority/Woman Non Profit Organization*

A minority woman-controlled non-profit corporation organized as a 501c(3) or 501c(4) in accordance with Massachusetts laws.

**Type of Certification**

Select one type of certification. The types of certification are listed in hierarchical order. If you have multiple certifications, select the one with the highest rank. Select only one.

<i>SOMWBA Certified:</i>	State Office of Minority and Women Business Assistance
<i>City of Boston Certified:</i>	City of Boston
<i>NEMSDC Certified:</i>	New England Minority Supplier Development Council
<i>Uncertified:</i>	No certification designated

GEOGRAPHICAL AREA SERVED

Identify the geographic areas of the state where your business may perform work or provide service.

BUSINESS CATEGORY DESIGNATIONS

**Primary Business Category**

Identify the primary service or good your business provides.

**Secondary Business Category**

Identify an additional area of business in which the business entity may engage.

BUSINESS OWNER INFORMATION

Indicate the name and other contact information for the business owner or primary contact person for your business.

**Ethnic Groups Definition**

*Asian*                      Persons having origin in any of the original people of the Far East, Southeast Asia, Indian subcontinent, or Pacific Islands.

*Black*                        Persons having origin in any of the black racial groups of Africa, including the Cape Verde Islands.

*Hispanic  
(Latino)* Persons having origin in any of the Spanish-speaking countries of Central America, South America or the Caribbean, regardless of race.

*Native  
American* Persons having origin in any of the original people of North America, who are recognized as an Indian by tribe or tribal organization.

*White* A person whose racial heritage is Caucasian.

\*\*\*Please Note: Ethnic Group information is for internal MassHousing use and will not be published in the M/WBE Directory. \*\*\*

**Secondary Contact Information**

Indicate additional contact person for the business being registered.

DESCRIPTION OF SERVICES

Available space to provide additional information on the type of services your business provides.