



1st Stop Business Connection

The Resource for Growing Business

Women's Business Kit



OHIO DEPARTMENT OF DEVELOPMENT

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**Small Business Development Centers of Ohio
Ohio Department of Development
P.O. Box 1001
Columbus, Ohio 43216-1001**

**Tel (614) 466-4945
Toll Free (800) 848-1300 ext. 6-4945**

www.odod.state.oh.us/sbdc

Small Business Development Centers of Ohio (SBDC)

The Small Business Development Centers of Ohio (SBDC) program is the premier technical assistance program offered to Ohio's small businesses. The SBDC program is provided through a partnership between the Ohio Department of Development, the U.S. Small Business Administration and several of Ohio's chambers of commerce, education groups, colleges and universities.

The SBDC network offers free, confidential, in-depth business consulting by highly trained professionals who are experts at assisting new business ventures and helping existing businesses succeed and grow. Ohio SBDCs also serve as a valuable clearinghouse of federal, state and local regulatory and program information. Their services are focused on businesses that will employ or currently employ one to five hundred employees.

For more information, please contact the SBDC in your area or visit the SBDC on-line at www.odod.state.oh.us/sbdc.

Akron	(330) 375-2111	Marietta	(740) 373-5150
Ashland	(419) 207-5568	Middletown	(513) 422-4551
Athens	(740) 593-1797	Milford	(513) 576-5000
Cambridge	(740) 439-4471	New Philadelphia	(330) 308-7479
Canton	(330) 244-3296	Painesville	(440) 357-2290
Cincinnati	(513) 556-2072	Piketon	(800) 860-7232
Cleveland	(216) 812-3161	Springfield	(937) 322-7821
Columbus	(614) 225-6910	Toledo	(419) 243-8191
Dayton, WSU	(937) 775-3503	Youngstown	(330) 746-3350
Dayton, UD	(937) 229-3515	Zanesville	(740) 453-0762
Defiance	(419) 782-6270		
Fremont	(800) 826-2431		
Kent	(330) 672-1275		
Kettering	(937) 253-0031		
Lima	(419) 995-8302		
Lorain	(440) 233-6500		

WBE Certification

WOMEN'S BUSINESS ENTERPRISES

The term "women's business enterprise" (WBE), and its variations, means a business that is at least 51 percent owned by a woman or women who also control and operate it. Typically, governmental agencies will look for and require the following information, and perhaps even additional documentation:

1. Women owners must be citizens or lawful permanent residents of the State of Ohio and the United States.
2. Ownership. Determination of whether a business is at least 51 percent owned by a woman or women shall be made without regard to community property laws.
3. Control and operation. "Control" means exercising the power to make policy decisions, factors to be considered in determining whether the requisite ownership and control exist:
 - a. The percentage of stock owned in a corporation or the proportion of capital invested in a partnership.
 - b. Whether ownership is meaningful (e.g., whether the woman's ownership interest is such that the woman owner can sell the business or liquidate at will, or whether the woman owner's interest is subject to a controlling lien on her interest).
 - c. The provisions for sharing income and losses.
 - d. Whether there is evidence that the woman owner participates significantly in business policy development and decisions of importance to the business (e.g., whether there are procedures requiring her "sign-off" on significant actions; or whether there is evidence of substantial change in actions in response to her comments).
 - e. Whether corporate history indicates that the business is, in fact, woman controlled.

Note: () indicates agencies that certify; (**) indicates agencies that recognize certification by other agencies.*

***DBE** means "Disadvantaged Business Enterprise." This term is used by government agencies and, is not the same as WBE.*

***FBE** means "Female Business Enterprise." This term is used by the City of Cleveland and, is the same as WBE.*

***MBE** means "Minority Business Enterprise." This term is used by government agencies and, is not the same as WBE.*

ADDITIONAL INFORMATION

1. Name other similar or connected businesses and/or individuals involved in similar or connected businesses related to this business or its officers, directors or principals and provide a full detailed description of the involvement.
2. For corporations, provide copies of licenses, evidence of authority to do business in Ohio, articles of incorporation, charter, by-laws, listing of stockholders and agreements, stock certificates, minutes and affidavit attesting that there are no other agreements, written or otherwise, existing and the copies of subsequent agreements will be furnished upon execution. For other than corporations, provide all comparable, pertinent information.
3. Provide identification of officers, directors, principals, and all individuals with control or influence, directly or indirectly, on the policies and/or conduct of the business. List their duties and responsibilities to this entity and the experience and qualifications for such duties and responsibilities. Describe all duties, responsibilities and/or activities performed by these individuals for other businesses, organizations, associations, professions and/or agencies between the hours of 7:00 a.m. and 6:00 p.m. and identify the other entity or entities.
4. Name of individual(s) who has/have final authority for approving disbursements, establishing priorities in disbursements and establishing, approving, rejecting or otherwise controlling or influencing tax deposits.

5. Name of individual(s) with authority to sign checks. Give combinations of signatures per bank authorization card (or any other type of check authorization card). Provide information for each account if more than one account is or will be used.
6. Identify any stock options or other ownership options that are outstanding and describe how disbursement or stock offering is or will be made. Describe any loans between owners or between owners and third parties relevant to be business-entity.
7. Identify the officers of the corporation and all others charged with operating the business on a day-to-day basis, their qualifications, background experience, their duties, their responsibilities and document their authority in operating business.
8. Provide a copy of the firm's financial statement or tax return.
9. Provide the name and title of individuals who decide what jobs the firm will take.
10. Provide the name and title of individuals, who obtain, negotiate and sign for bonds and insurance and/or who guarantee or otherwise assume responsibility or liability for bonds and/or insurance.
11. Indicate bonding limit and the name of the bonding and insurance companies.
12. List the type and quality of all equipment owned.
13. Name sources of letters of credit and trade references.
14. Include copies of current certifications as a WBE and list any denials of WBE certification (including agencies and dates).
15. List all work performed in the last twelve months, including dollar amounts of contract. For WBE/FBE Certification, requirements of each federal, state or local agency/organization must be met per their individual policy.

PUBLIC SECTOR WBE CERTIFICATION

State

- * 1. Ohio Department of Transportation, Office of Contracts DBE Services, 1980 West Broad Street, Columbus, OH 43223 (614) 466-3778

City

- * 1. City of Cincinnati, Office of Contract Compliance, Two Centennial Plaza, 805 Central, Suite 130, Cincinnati, OH 45202-1947, Fax: (513) 352-3157 – Hamilton County
- * 2. City of Cleveland, Female Business Enterprises, City Hall - Room 335 601 Lakeside Avenue, Cleveland, OH 44114
- ** 3. City of Cleveland Heights, 40 Severance Circle, Cleveland Heights, OH 44118 (216) 291-5724, Eddie Carter
- * 4. City of Columbus, Columbus Regional Minority Supplier Development Council, Business Specialist, 37 North High Street, Columbus, OH 43215
- ** 5. City of Dayton, (937) 228-7277, Ruby Bouquett
- * 6. City of Elyria, 328 Broad Street, Elyria City Hall, Elyria, OH 44035 (216) 322-5388
- ** 7. City of Springfield, Human Relations Department, 76 East High Street, Springfield, OH 45502 (937) 324-7379
- ** 8. City of Toledo Affirmative Action/Contract Compliance, 1 Government Center, Suite 1900, Toledo, OH 43604 (419) 245-1198

County

- * 1. Cuyahoga County Commissioner's Office, Purchasing, 112 Hamilton Avenue, 5th Floor, Cleveland, OH 44114 (216) 443-7230 or (216) 443-5950
- * 2. Franklin County, Purchasing, County Administration Building, 373 South High Street, 15th Floor, Columbus, OH 43215-6315 (614) 462-3751

Regional Transit

- ** 1. Stark Area Regional Transit Authority, 1600 Gateway Boulevard SE, Canton, OH 44707 (330) 454-6132, ext. 520 Jack Thompson
- ** 2. Central Ohio Regional Transit Authority, 1600 McKinley Avenue, Columbus, OH 43222 (614) 275-5800
- ** 3. Queen City Metro, 6 East Fourth Street, Cincinnati, OH 45202 (513) 632-7534
- ** 4. Toledo Area Regional Transit Authority, P.O. Box 792, Toledo, OH 43695 (419) 243-1241
- ** 5. Western Reserve Transit Authority, 604 Mahoning Avenue, Youngstown, OH 44502 (330) 744-8431

PRIVATE SECTOR WBE CERTIFICATION

- ** 1. Northeast Ohio Regional Sewer District, 3826 Euclid Avenue, Cleveland, OH 44115 (216) 881-6600, ext. 820
- * 2. Ohio Women's Business Development Council, Inc., 35 E. Gay Street, Suite 501, Columbus, OH 43215 (614) 228-4150
- * 3. The National Women Business Owners Corporation TM, Janet Harris-Lange, 1411 K Street NW, Suite 1300, Washington, DC 20005 (800)675-5066
- ** 4. United Way, 3100 Euclid Avenue, Cleveland, OH 44115 (216) 436-2100

EDGE CERTIFICATION

- * 1. Ohio Department of Administrative Services, Equal Opportunity Center, 30 East Broad Street, 18th Floor, Columbus, OH 43215 (614) 466-8380

It is the intent of SBDC to provide you with accurate information; however, contact information is subject to change.

Women's Business Center Program

The U.S. Small Business Administration has funded a statewide initiative that expands the counseling and training services to women who own or want to own a business. The initiative, called the Women's Business Center Program, will be administered by the Ohio Women's Business Resource Network (OWBRN). The centers were created to expand the availability of quality counseling and training to women business owners. They will provide long-term training and counseling in all aspects of owning or managing a business, especially in the areas of finance and marketing issues.

OWBRN Headquarters

c/o EnterpriseWorks Women's Business Program
88 E. Broad St., Suite 1770
Columbus, OH 43215
Phone: (614) 224-5688
E-Mail: owbrn@voyager.net

OWBRN Cincinnati Office

c/o Cincinnati Business Incubator
1634 Central Parkway
Cincinnati, OH 45202
Phone: (513) 362-2700
E-Mail: asharp@cbincubator.org

OWBRN Columbus Office

c/o COMBA
1393 E. Broad Street, 2nd Floor
Columbus, OH 43205
Phone: (614) 252-8005
E-Mail: kimknights@comba.com

OWBRN Toledo Office

c/o WEN
3613 Monroe St.
Toledo, OH 43606
Phone: (419) 897-0528
E-Mail: lindafay@lindafay.com

OWBRN Columbus WBE Certification Office

c/o OWBDC
35 E. Gay St., Suite 501
Columbus, OH 43215
Phone: (614) 228-4150
E-Mail: owbdc1@amerititech.net

OWBRN Cleveland Office

By Appointment Only
In Cooperation with the WBDC-Elyria
(866) WBE-CERT

OWBRN Athens Office

c/o Innovation Center
20 E. Circle Dr., Suite 190
Athens, OH 45701
Phone: (740)797-7374
E-Mail: mcbride@ohiohills.com

OWBRN Dayton Office

c/o Upper Valley JVS
8811 Career Dr.
Piqua, OH 45356
Phone: (937) 778-8419
E-Mail: sheafere@uvjvs.org

Web Sites for Women in Business

The web sites listed below will help you find additional resources and networking opportunities for women-owned businesses.

Women Business Owner Organizations in Ohio

www.ywcacolumbus.org - Columbus Area Women's Business Council

www.seohiowin.org - Southeast Ohio Women in Networking

www.nawbocolumbusohio.com - National Association of Women Business Owners, Columbus Chapter

State and Federal Programs

www.ohiosbdc.org - Small Business Development Centers of Ohio

www.odod.ohio.gov - Ohio Department of Development

www.sba.gov - U.S. Small Business Administration (SBA)

www.sba.gov/financing/special/women.html - Office of Women's Business Ownership

www.onlinewbc.gov - SBA Women's Business Center

<http://www.house.gov/smbiz/> - House Committee on Small Business

www.nwbc.gov - National Women's Business Council

www.women-21.gov - Women Entrepreneurship in the 21st Century

National Women Business Owner Organizations

www.nwboc.org - National Women's Business Council

www.abwahq.org - American Business Women Association

www.witi.org - Women In Technology International

www.womenowned.com - Women Owned Business Database

www.nfwbo.org - Center for Women's Business Research

www.nawbo.org - National Association of Women Business Owners

www.bpwusa.org - Business and Professional Women

www.abwi.org - Alliance of Business Women International

Women's Business Enterprise and Contract Resources

www.ohiosbdc.org - Selling to the Government

www.sba.gov/size - SBA Office of Size Standards

<http://pro-net.sba.gov> - SBA ProNet

www.gsa.gov - GSA Office of Enterprise Development

www.govcon.com - Commerce Business Daily

www.wbex.org - The Women's Business Exchange

www.div2000.com - Suppliers Gateway to Corporate America

www.wbenc.org - Women Business Enterprise National Certification

www.nwboc.org - National Women Business Owners Corporation

Additional Resources for Women in Business

www.workingwoman.com - Working Woman Network, Inc.

www.digital-women.com - Digital Women

www.iwpr.org - Institute for Women's Policy Research

Governor's Award for Women's Excellence In Enterprise

An Island of Excellence established in 1997

PROGRAM DESCRIPTION

Beginning fall of 1996, the SBDC of Ohio, along with several major Ohio corporations and women business owner organizations, began the task of developing a program to acknowledge women business owners in Ohio for their leadership and, their economic contributions to our local, state and national economies.

The *Governor's Awards for Women's Excellence In Enterprise* is an annual program designed to provide an opportunity for government and, business and industry leaders to recognize and reward some of Ohio's most successful woman-owned businesses.

Women-owned businesses seeking consideration for the *Governor's Awards for Excellence In Enterprise* must be majority female-owned (51% or more); have sales greater than \$1.5 million in annual revenue, except the categories of service (minimum, \$1 million) and Rising Star (minimum \$750,000); be well established, growing and profitable for the previous federal tax reporting period and Ohio-based. A successful nominee will also demonstrate and promote an empowering work environment and involvement in her community.

AWARD CATEGORIES

- Service
- Wholesale/Retail
- Real-estate/Construction
- Manufacturing/Technology
- Rising Star (in business less than five years)

CORPORATE SPONSORS

Women's Business Resources, Small Business Development Centers of Ohio, Ohio Department of Development; *Ohio Business Magazine*; Women's Business Development Council, Inc.; American Electric Power; and General Motors Inc.

FOUNDING PARTNERS

Small Business Development Centers of Ohio, Ohio Department of Development; PricewaterhouseCoopers, LLP; Baker & Hostetler and BancOne.

STRATEGIC OPPORTUNITY

The SBDC of Ohio has partnered with corporate sponsors to celebrate the accomplishments of Ohio's most successful women business owners, recognizing leaders who have excelled in their fields and their economic contributions to our local, state and national economies. Participation in the *Governor's Awards for Women's Excellence In Enterprise* program provides an unequalled opportunity for women business owners to be further acknowledged by state and national organizations and the media through press releases and "profiles" featured by *Ohio Business Magazine*. This award, sanctioned by the Governor of the State of Ohio, is the highest state-level acknowledgement for woman-owned business.

METHODOLOGY

The *Governor's Awards for Women's Excellence In Enterprise* is annually based on the accomplishments and economic contributions of some of Ohio's successful women business owners to reward their significant contributions to our local, state and national economies.

The areas that are evaluated include leadership, industry, percentage of business owned by a woman or women, management and control, years in business, how the business was acquired, annual gross sales, workforce development and community involvement.