



## **Certification Information & FAQs Related to Coronavirus (COVID-19)**

During the current health crisis, there may be concerns as to how the Certification and Recertification process will be affected by the COVID-19 pandemic. In an effort to keep MBEs well-informed, here are some answers to Frequently Asked Questions.

### **Is SMSDC still certifying MBEs?**

Yes, we are! The certification application is available on our website [www.smsdc.org](http://www.smsdc.org). Questions regarding new applications can be directed to Alana Ortega at [alana@smsdc.org](mailto:alana@smsdc.org) or for recertification Gabrielle Ramirez at [gabrielle@smsdc.org](mailto:gabrielle@smsdc.org).

### **Do I have to have a site visit due to COVID-19?**

The information obtained from the visit allows SMSDC the opportunity to gain a better understanding of your business operations. At this time, the site interview will be conducted virtually, and you will be contacted by an SMSDC certification staffer when it is time for the interview.

### **How will my site visit be conducted?**

A site visit or interview is an integral part of the MBE certification process and at this time, the visit will be conducted virtually, and you will be contacted by an SMSDC certification staffer when it is time for an interview.

### **How will the virtual interview be conducted?**

The best person to answer that question will be a certification staffer. Contact Alana Ortega at [alana@smsdc.org](mailto:alana@smsdc.org).

### **Are there any changes to the recertification process? Are there any document requirement exceptions during the COVID-19 Pandemic?**

While the overall process for recertification remains the same according to the SMSDC policy, there are some exceptions that will relax current document requirements during the pandemic. Only three documents are required for recertification:

#### **Application, Affidavit and Tax Returns.**

- If unable to get the affidavit notarized, MBEs must still sign and submit their documents. Please notify SMSDC Certification staffer in regard to this.
- If the 2019 federal tax returns are not available, the 2018 federal tax return and the signed 2019 year-end cash flow, balance sheet and profit and loss statements should be submitted.
- A CPA letter (signed by the CPA and MBE Owner) may be submitted as an option to the financial documentation.