

Women's Business Enterprise Center Metro NY
2 Park Avenue, 20th floor
New York, NY 10016
(212) 688-4114
www.wbecmetrony.org



October 12, 2022

RE: Notice of WOSB Certification Granted

Sheri Borg
DOVER ENVIRONMENTAL GROUP INCORPORATED
175 Stanhope Sparta Rd
Unit G
Andover, NJ 07821

Dear Sheri Borg:

Congratulations! It is the decision of the Women's Business Enterprise Council Metro NY to grant WOSB re-certification to DOVER ENVIRONMENTAL GROUP INCORPORATED. You may now log into WBENCLink to download a copy of your new WOSB certificate using the directions below.

To download your WBENC WOSB certificate:

- Go to <https://wbecmetrony.wbenlink.org/>
- Log into your account with your username and password
- On the left navigation menu, click View >> My Certifications
- Under the "Current Certifications" section, click on "View" next to the Women-Owned Small Business (WOSB) certification
- Click "View as PDF" at the bottom of the page under the "Letters & Certificates" section

Please note the renewal date on your WOSB certificate corresponds to the expiration date on your current WBENC WBE certificate. To ensure that both certifications remain current, please submit your recertification application for both certificates **no less than ninety (90) days prior to the renewal date**. The WOSB Regulation Expiration date denotes the requirement for a full review per the SBA regulation; however, WBENC conducts a full review annually. It is important to obtain recertification prior to your renewal date to remain Active in WBENCLink.

ADDITIONAL STEPS REQUIRED BY SBA

In addition to being granted WOSB certification by WBENC, you must take the following SBA required steps to participate in the WOSB Federal Contracting (Set Aside) Program. Visit <https://www.wbenc.org/am-i-eligible> to determine if you are eligible:

1. Represent status in System for Award Management (SAM) as WOSB*
2. Go to <https://beta.certify.sba.gov/>
 - a. New Applicants**
 - i. Scroll down and click on Get Started or Login (*for returning applicants*)
 - ii. Click Create Account
 - iii. You will be redirected to SBA Connect site via Login.gov
 - iv. Click Create an account (or login) and follow the prompts to claim your business then submit an application and upload your **WBENC-issued WOSB certificate**.
 - v. Once your certification is confirmed, you will receive a formal confirmation from the SBA.
 - b. Recertification Applicants**
 - i. Each company must log into their Beta Certify account to annual attestation to the SBA by providing the updated WBENC WOSB Certificate and following the steps for the Attestation.
 - ii. This process must be completed within 30 days of the company's anniversary date.

***If not eligible to participate in the set aside program, only Step 1 needs to be completed.** Any questions regarding the SBA site should be directed to betacertifyhelp@sba.gov. For program questions, email wosb@sba.gov.

WBENC is committed to providing opportunities and resources to assist in the success of your business. We invite you to visit our website (<https://www.wbenc.org/>) to access a listing of educational webinars offered, and additional relevant information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sandra Eberhard', is written in a cursive style.

Sandra Eberhard
President & CEO
Women's Business Enterprise Council Metro NY