

COMMUNITY DEVELOPMENT COMMISSION WBE/MBE FREQUENTLY ASKED QUESTIONS

Question: Who should complete this application?

Answer: Any firm who is either a women or minority owned business in the construction field. Such as:

- Construction Contractor
- General Contractor
- Supplier of Construction Goods
- Specific Construction Trade

Question: Why is there a recognition process for DuPage County Community Development Commission?

Answer: The CDC is required by HUD (24 CFR, Part 84) to provide all contractors a WBE/MBE list. The Contractor of the project is required to send a notice to any appropriate WBE/MBE businesses from the list of Minority and Women Owned Businesses. This list is distributed at all preconstruction meetings.

Question: How do I apply for Community Development Commission WBE/MBE recognition?

Answer: You may either call and request a copy of the application be sent to you or you may download it from our website (<http://www.dupageco.org/cdc/>) and then mail in the completed application packet to:

DuPage County Community Development Commission
421 N. County Farm Road
Wheaton, IL 60187

Question: What happens after I mail the completed packet?

Answer: You will receive Acknowledgement (letter, fax, email, etc.) within seven (7) days of receipt of the application package, and if additional information is needed, it will be requested at that time. An approximate processing time (approximately 30 days) will be mentioned in the correspondence.

Question: How long is the WBE/MBE recognition status by the Community Development Commission effective?

Answer: Recognition is good for one Community Development Commission project year (April 1 through the following March 31).

Question: How do I continue this status?

Answer: Annually, a form letter will be sent requesting if WBE/MBE status has stayed the same, changed, or if the organization is no longer interested in being on the CDC list. (Letter is to correspond with CDC project year.) If there has been a change, a new recognition application will need to be completed along with supporting documentation reflecting the change. This letter will be generated in January with a return date of February 26. If no response is heard by February 26, the firm's name will be removed from the CDC WBE/MBE list.