![U.S. Small Business Administration logo: SBA]

STEPS
to a Successful
WOSB Federal Contracting Program Application on Beta.Certify.SBA.Gov

Becoming certified for the Women-Owned Small Business (WOSB) Federal Contracting Program means your business is eligible to compete for set-aside government contracts within eligible industries. In 2019, prime contracts were awarded to 15,000 WOSBs, with an average award of $1.85 million per prime contractor.

Follow the steps below to ensure a successful application process.

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STEP 1: Check for initial eligibility

- Is the WOSB Federal Contracting Program right for you? It is a rigorous program for women-owned small businesses operating in specific industries to gain increased access to federal contracting opportunities. Before you begin, be sure to take the "Am I Eligible" questionnaire on beta.certify.sba.gov.

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STEP 2: Prepare documents

- There are several documents required to ensure a complete application. To avoid delays on approval, carefully review the checklists that detail which documents you are required to submit with your application on beta.certify.sba.gov prior to applying and collect the necessary documents in advance.

STEP 3: Avoid common pitfalls in your application

- To apply for WOSB certification on beta.certify.sba.gov, you need to first obtain a Data Universal Numbering System (DUNS) number and have an active account on SAM.gov. Then, create an account on beta.certify.sba.gov.
- Ensure your information in SAM.gov is accurate and up to date, as it will be used to populate profile information when you claim your business in beta.certify.sba.gov.
- The business owner should be the one to create the account and claim the business, and they will be able to add a delegate to work on the application.

STEP 4: Successfully submit application

- Once all the required information and the documents are submitted, the applicant must submit the application to SBA by attesting the Program Certification Summary.

STEP 5: Navigate application processing

- After the application is submitted and shows a pending status, SBA will notify you of a complete, sufficient application package within 15 days. SBA will make a determination within 90 calendar days after a receipt of a complete application, when applicable.

STEP 6: Maintain your application

- Once certified, a firm's certification status will be displayed on the Dynamic Small Business Search database.
- A firm will have to attest or update their information within beta.certify.sba.gov once a year to maintain their certification status with the WOSB Federal Contracting Program.

The beta.certify.sba.gov Knowledge Base is a valuable resource for firms to get started learning about this new platform with how-to videos, user guides, and more!

SBA U.S. Small Business Administration