

January 3, 2020

DCMS Tip Sheet

Volume 1 Edition 13

Happy New Year from DCAMM Contractor Certification!

Have you wondered what the difference is between a submitted and received application? This Tip Sheet will help to clear that up.

Difference between Submitted and Received Applications

Submit and Receive are Separate Steps in The Application Process

Application are submitted in two steps:

- 1) You submit your application fee, then
- 2) You submit your application

Both steps **must** be completed for your application to be visible for review. When you have done this successfully, you will receive a system generated email confirming your application's submission.

Pay Application Fee

OR

Submission of this form requires payment of a non-refundable application processing fee of \$250. Click **Submit Electronic Processing Fee Payment** to proceed to our secure payment engine. The payment page will open on top of this page. Click **Submit Check Payment** to confirm processing fee payment will be mailed by check. Once you have made the payment, close the payment page window and return to this window. Click **Refresh Status** to go to the next step. Should you have any questions, you may contact DCAMM by email at certification.dcamm@mass.gov or by phone at 857-204-1305.

Submit Electronic Processing Fee Payment

This is the first step to submitting your application

98% complete

Submit Your Prime or Small Prime Contractor Certification

OR

Your payment status has been successfully updated. If you are ready to submit your application, check the box below and click **Submit Application**. Once submitted, the application cannot be edited.

By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.

Submit Prime or Small Prime Contractor Certification

This is the second step to submitting your application

Application Fee

Payment Status

Your submitted application will go through the initial Intake Review.

During this time, your documents are reviewed for the following:

1. To see if information is missing or has gone stale (older than 30 days)
2. To ensure the correct CPA financials are attached
3. To Ensure the correct fee was paid based on your gross revenues
 - a. If the incorrect fee was paid **the additional payment will have to be made via check or money order and mailed to DCAMM**

If your application is returned to you during the intake review, it must be resubmitted with the required information as soon as possible. Until then, your application will not be assigned to a compliance officer.
 (This is a repeat of second step to submitting your application)

> resort click column title. To filter click drop down menu.

Action	Status & Application Number	Vendor	App Type	Doc Type	Started	Submitted	Received	Q & A
View List	All	All	Prime and Small Prime	Electronic	10/3/2019	12/31/2019		

Certification View - Submitted but not Received – at this point, we are not able to access your application

Applications			
Status	Application Number	App Type	Organization
Processing Complete		Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance
Submitted, Pending Receipt		Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance

Contractor View - Submitted but not Received – going through Intake Review

Thank you for your submital. Your certification application number is 9164951. Please reference this number in all correspondence.

Applicants can expect to receive a final determination on their application within 90 days. During this time, you may be contacted by your assigned compliance officer to supply additional information and/or supporting documentation; a delay in your res review.

DCAMM reserves the right to inspect in person and/or request original documents by email or upload of any supporting document at any time during the term of certification.

Applicants are encouraged to take a moment to fill out the [survey regarding your online experience](#).

Thank you for your interest in DCAMM Contractor Certification and public construction. If you have any questions or concerns, contact the DCAMM Contractor Certification Office.

Division of Capital Asset Management and Maintenance
 Contractor Certification Office
 One Ashburton Place, 15th Floor
 Boston, MA 02108
 T: 857-204-1305
 E: Certification.DCAMM@mass.gov

Application Fee	
Payment Status	

[View and Print Prime or Small Prime Contractor Certification For Your Records](#)

Application accepted by Intake Review and was Received

Once the Intake Review is complete, your application will be **received** and assigned to a Compliance Officer.

1. You will receive an email with your Compliance Officer’s contact information (your Compliance Officer is your point of contact for application inquiries)

To resort click column title. To filter click drop down menu.

Action	Status & Application Number	Vendor	App Type	Doc Type	Started	Submitted	Received	Q & A
View List	All	All	Prime and Small Prime	Electronic	12/9/2019	12/20/2019	12/31/2019	

Certification View - Application Received and assigned to a compliance officer

If you have any questions do not hesitate to contact Certification at 857-204-1305 or certification.DCAMM@mass.gov.

If you would like to be added to our Email List [click here](#)

Reminder: Applications are due 90 days prior to expiration for the current certificate

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