Getting Started Guide for Minority-Owned, Women-Owned, Disadvantaged & Airport Concession Disadvantaged Business Enterprise (MBE, WBE, DBE and ACDBE) certifications with the City of Austin

**What is certification?** Certification is a process in which SMBR reviews an application and supporting documents to ensure that a socially- and economically- disadvantaged business applicant owns, manages, and controls the day-to-day operations of a business.

**Why should I become certified?** The City of Austin has an ordinance practice of reviewing eligible bid proposals to determine if the bidders and proposers requested bids from certified Minority-Owned, Women-Owned, Disadvantaged and Airport Concession Disadvantaged Business Enterprise (MBEs/WBEs, DBEs or ACDBEs) as they put together their teams.

*A firm must be certified by the City of Austin in order to count their MBE/WBE certification.*

Bidders or proposers must either meet the goals for Minority- and/or Women-Owned participation or perform a Good Faith Effort to reach out to certified firms to request proposals. Goals may vary from project to project depending on availability of certified firms.

**Certification does not guarantee a contract.** However, certification does help increase a firms’ visibility and exposure to firms bidding and/or proposing on government funded projects.

**What’s the cost of certification?** Certification is free.

<table>
<thead>
<tr>
<th>Type of Certification</th>
<th>Projects/Funding Source</th>
<th>Applicants’ Maximum Personal Net Worth (Not to Exceed)</th>
<th>Site Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minority-Owned Business Enterprise (MBE)</td>
<td>City of Austin projects &amp; funding</td>
<td>$1,565,000</td>
<td>SMBR Discretion</td>
</tr>
<tr>
<td>Women-Owned Business Enterprise (WBE)</td>
<td>City of Austin projects &amp; funding</td>
<td>$1,565,000</td>
<td>SMBR Discretion</td>
</tr>
<tr>
<td>Disadvantaged Business Enterprise (DBE)</td>
<td>Federally funded projects</td>
<td>$1,320,000</td>
<td>Federal requirement</td>
</tr>
<tr>
<td>Airport Concession Disadvantaged Business Enterprise (ACDBE)</td>
<td>Federally funded projects</td>
<td>$1,320,000</td>
<td>Federal requirement</td>
</tr>
</tbody>
</table>

The City can also review your application and make a recommendation for Historically Underutilized Business (HUB) certification with the State of Texas.

**How do I get started?**

1. Let us know that your business is out there by registering as a City of Austin vendor. Visit [https://www.austintexas.gov/financeonline/finance](https://www.austintexas.gov/financeonline/finance) then click on the *Create Account* button to create an account.
2. Remember to add relevant commodity codes, numbers that correspond with the goods your firm sells/or the services that your firm provide to the City. Whenever possible try to choose 5-digit codes.

3. If you have any questions or need assistance contact Vendor Registration at 512.974.2018 or vendor@austintexas.gov

4. Visit the Certification Overview page at https://www.austintexas.gov/department/certification-overview

5. **Now, you’re ready to apply.** Scroll down to the bottom of the page and go to https://austintexas.mwdb.com/ to submit the requested information.

6. If you have any questions or need more information about certification, call 512.974.7645 or email smbrcertification@austintexas.gov