



# City of Austin

Founded by Congress, Republic of Texas, 1839

Small & Minority Business Resources Department, Certification Office, 4201 Ed Bluestein Blvd. Austin, TX 78721

## Small & Minority Business Resources Certification Information

**SMBR Mission:** The purpose of the Small and Minority Business Resources Department is to administer the Minority-Owned Business Enterprise/ Women-Owned Business Enterprise (MBE/WBE) Procurement Program and provide development opportunities and resources for small businesses so that they can have affirmative access to city procurement opportunities.

### Types of Certifications available:

- Minority-Owned Business Enterprise (MBE)
- Women-Owned Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Airport Concessionaire Disadvantage Enterprise (ACDBE)
- Small Business Enterprise (SBE)
- Historically Underutilized Business (HUB)\*

\*The City of Austin has a Memorandum of Agreement (MOA) with the Statewide HUB Program. Eligible firms will be submitted to HUB for certification approval and inclusion into the state's HUB Directory.

### Certification General Eligibility Requirements

The Certification Division verifies that Minority, Women, and/or Disadvantaged-Owned Business Enterprise applicants own, manage, and control the day-to-day operations of the business by ensuring that business owners meet the qualifications of the MBE/WBE and DBE Procurement Programs.

Qualifying Applicant(s) and their business must:

- Be a small business as defined by the Small Business Administration (SBA)
- Be a for-profit business
- Be 51% owned, managed and controlled by a socially and economically disadvantaged individual(s)
- Be a member of one of the designated presumed groups:
  - Asian-American, African-American, Native American, Hispanic or Women
- Meet Personal Net Worth (PNW) requirements for the applicable programs
- Have experience/expertise directly related to the firms selected scopes of work
- Have a facility located in the State of Texas with resources to provide services in operation for a minimum of 90 days (Does not apply to DBE certification)

**To apply for the certifications listed below, please provide the following:**

MBE/WBE	DBE/ACDBE	SBE	HUB
<ul style="list-style-type: none"><li>• MBE/WBE Application</li><li>• MBE/WBE PNW</li><li>• Statement of Ethnicity Form</li><li>• Supporting documents from the application checklist</li></ul>	<ul style="list-style-type: none"><li>• DBE/ACDBE Application</li><li>• DBE/ACDBE PNW</li><li>• Supporting documents from the application checklist</li></ul>	<ul style="list-style-type: none"><li>• SBE Affidavit</li><li>• Owner Resume</li><li>• Tax Returns</li></ul>	Check the box indicating your wish to be considered on your MBE/WBE application.

**If you are applying for DBE/ACDBE and MBE/WBE programs at the same time, please only complete the DBE PNW and only provide ONE set of the required supporting documentation.**

## **Certification Breakdown**

### **Information regarding the Minority-Owned Business Enterprise (MBE) and/or Women-Owned Business Enterprise (WBE) Certification**

MBE/WBE certification is for city-funded projects. Those interested in applying must meet the eligibility criteria, complete the MBE/WBE application and provide the supporting documentation. Vendors must also register on the City of Austin Vendor Connection and create a business profile for the application to be accepted. The MBE/WBE can also be a dual certification for women who are also claiming a minority status in one of the presumed groups.

### **Information regarding Disadvantaged Business Enterprise (DBE) and Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) certification:**

DBE/ACDBE certification is for federally-funded Department of Transportation projects. Please complete the DBE application for these specific types of certifications.

An ACDBE firm/concession means one or more of the types of for-profit businesses such as: (1) A business, located on an airport subject to this part, that is engaged in the sale of consumer goods or services to the public under an agreement with the recipient, another concessionaire, or the owner or lessee of a terminal, if other than the recipient. (2) A business conducting one or more of the following covered activities, even if it does not maintain an office, store, or other business location on an airport subject to this part, as long as the activities take place on the airport: Management contracts and subcontracts, a web-based or other electronic business in a terminal or which passengers can access at the terminal, an advertising business that provides advertising displays or messages to the public on the airport, or a business that provides goods and services to concessionaires.

DBE and ACDBE certification requires a Federal Tax Identification number for all applicants. To obtain a Federal Employer Identification Number, contact the Internal Revenue Service at (800) 829-4933 or visit their website. There is no fee to obtain an FEIN.

### **Information regarding Small Business Construction Program (SBCP) Small Business Enterprise (SBE) certification**

This program is designed for construction projects with an estimated budget of less than \$55,000. These projects will be reserved for initial solicitation for certified SBEs. In order to qualify for inclusion in the SBCP, a firm and its affiliates must meet the Small Business Size Standards as reflected in the U.S. Small Business Administration's Subsector 238-Specialty Trade Contractors of \$15 million in average gross receipts for the past three years and be certified as a SBE by the City of Austin. Note: The SBCP program is race and gender neutral

### **Information regarding Historically Underutilized Business (HUB) certification:**

If you wish to be considered for the State of Texas HUB certification you must have a Federal Employer Identification Number (FEIN) and be a US Citizen or Naturalized. Documents to support your FEIN and Citizenship or Naturalization must be included. The City of Austin has a Memorandum of Agreement (MOA) with the Statewide HUB Program. Eligible firms will be submitted to HUB for certification approval and inclusion into the state's HUB Directory.

### **Small Business Administration (SBA) Business Size Information:**

North American Industry Classification System (NAICS) also known as your "business industry" code is or will be located on your business tax return. For purposes of size standard determination, the tax return must identify a current, valid code that reflects your primary business. Please visit the website to make sure that the code listed on your tax return is applicable to your primary business.

For a complete set of Program Rules and Ordinances, visit our website at:  
[www.austintexas.gov/departmentsmall-and-minority-business/services](http://www.austintexas.gov/departmentsmall-and-minority-business/services)