



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.

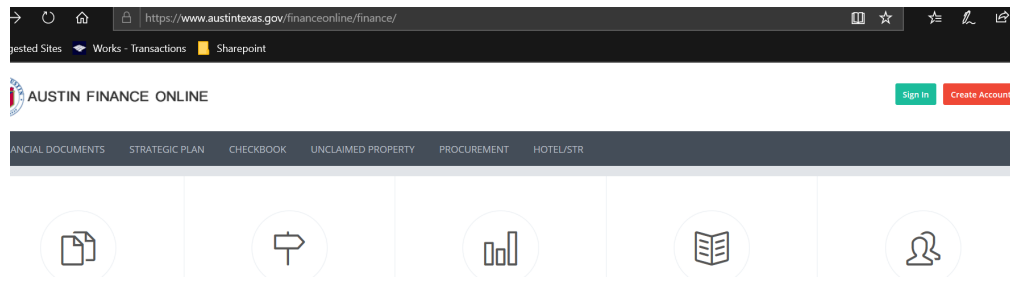
What's the cost of certification? Certification is free.

Type of Certification	Projects/Funding Source	Applicants' Maximum Personal Net Worth (Not to Exceed)	Site Audit
Minority-Owned Business Enterprise (MBE)	City of Austin projects & funding	\$1,697,000	SMBR Discretion
Women-Owned Business Enterprise (WBE)	City of Austin projects & funding	\$1,697,000	SMBR Discretion
Disadvantaged Business Enterprise (DBE)	Federally funded projects	\$1,320,000	Federal requirement
Airport Concession Disadvantaged Business Enterprise (ACDBE)	Federally funded projects	\$1,320,000	Federal requirement

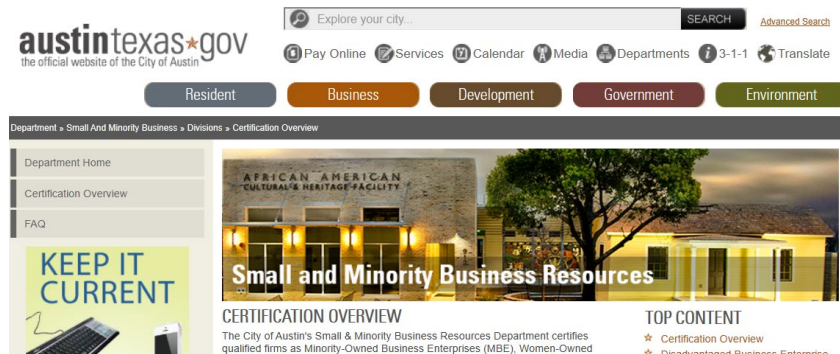
The City can also review your application and make a recommendation for Historically Underutilized Business (HUB) certification with the State of Texas if you are certified or seeking certification as MBE or WBE with City of Austin.

How do I get started?

1. Let us know that your business is out there by registering as a City of Austin vendor. Visit **Austin Finance Online** at this link: <https://www.austintexas.gov/financeonline/finance> then click on the **red Create Account** button to begin the registration process. Screenshot provided below



2. **Important!** Remember to add relevant commodity codes, numbers that correspond with the goods your firm sells/or the services that your firm can provide to the City. Whenever possible try to choose 5-digit codes. A firm cannot be certified without these codes in your profile!
3. If you have any questions or need assistance with this registration process, 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> if you would like more information about getting certified or program requirements.



5. **Now, you're ready to apply.** From the **Certification Overview** page, scroll down to the **Get Certified-Apply Online** area on the page and click on the link that says "**Apply here...**" or copy and paste link below.
<https://austintexas.mwdbe.com/> Completing the online application is the most **secure** way to submit your application and documents. All communication & status information will be through this portal in regards to your application. Below is a screenshot of the log in page. For all firms applying or renewing your certifications, you can click on the Apply for/Renew Certification box. Scroll down to appropriate section- if newly applying or renewing and click on Create Account or Log In



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