



City of Austin

Founded by Congress, Republic of Texas, 1839

Small & Minority Business Resources Department, 505 Barton Springs Rd., Suite 505. Austin, TX 78704

Mailing Address: PO Box 1088, Austin, TX 78767-1088, Telephone (512) 974-7645

ALTERNATE PERSONAL NET WORTH (PNW) DOCUMENTATION INSTRUCTIONS:

The terms “minority-owned business enterprise (MBE)” and “women-owned business enterprise (WBE)” now incorporate economic disadvantage into their definitions, and the term “economic disadvantage” is defined as a personal net worth figure equal to or less than a specified dollar amount.* The City chooses to use a Personal Net Worth Statement (PNW) to collect the necessary financial information to meet this requirement.

To determine a firm’s eligibility, a PNW Statement is required from:

1. Each socially disadvantaged proprietor, or
2. Each socially disadvantaged limited and general partner whose combined interest totals 51% or more, or
3. Each socially disadvantaged stockholder owning 51% or more of voting stock.

For 2024 the term “economic disadvantage” is defined as a personal net worth figure equal to or less than \$2,218,894.

In lieu of submitting the PNW Statement directly to the City of Austin, applicants and certified firms seeking recertification may submit the following documentation to the City:

- Completed Sworn Statement of Alternate PNW Verification by the applicant or MBE/WBE owner indicating that all information required on the PNW Statement has been provided to a Texas Certified Public Accountant (CPA), which may be subject to review by representatives of the City of Austin; and
- Completed Sworn Statement of Alternate PNW Verification by the CPA verifying that the personal net worth of the applicant or MBE/WBE owner(s) is equal to or less than \$2,218,894.

If you have any questions about these requirements, please contact the Certification Office at (512) 974-7645.

* See Austin City Code §§ 2-9A-4(22), (31) and (46); 2-9B-4(22), (31) and (47); 2-9C-4(22), (31) and (47); and 2-9D-4(23), (32) and (47).

Form follows on next page:



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SWORN STATEMENT OF TAX RETURN SUBMISSION FOR THE CITY OF AUSTIN MBE/WBE PROCUREMENT PROGRAM*

Firm Name:

Vendor Number:

I certify, as evidenced by my signature below, that I have provided business or personal tax returns, as appropriate, for the year(s) _____, to SMBR for inspection and review to determine new or continuing eligibility for the City of Austin MBE/WBE Procurement Program. In connection with that review, I understand that SMBR may take limited written notes from these tax returns for their files in lieu of keeping copies of the returns themselves. I further certify that all information and statements that I have provided to SMBR staff are true and correct. I understand that all documents may be subject to re-review at any time by representatives of the City of Austin. If a request is made by the City to review such documents, I understand these documents must be provided to SMBR for review within five (5) business days.

Printed Name

Signature

Subscribed and sworn to before me, the undersigned notary public, on this _____ (day) of _____ (month), 20____ (year).

Notary Seal/Stamp

Notary Signature

SMBR Certification Staff Member

I certify, as evidenced by my signature below, that I have inspected and reviewed the tax return(s) provided by the applicant to determine new or continuing eligibility for the City of Austin MBE/WBE Procurement Program. According to the documents provided, the annual gross receipts of the applicant and its affiliates are as follows:

Year of Tax Return	Gross Receipts	NAICS Code	Total Gross Receipts: \$
			Five (5) Year Average: \$

Printed Name of SMBR Staff Member

Signature of SMBR Staff Member

***THIS FORM WILL NOT BE ACCEPTED FOR PARTICIPANTS IN THE FEDERAL DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM IN COMPLIANCE WITH DBE STANDARDS SET FORTH IN**

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.