

CERTIFICATION CHECKLIST (MWSBE/PDBE/ACDBE/DBE)

The Office of Business Opportunity's dedicated certification team validates eligibility of firms applying for Minority, Women, Small Business Enterprise (MWSBE), Persons with Disabilities Business Enterprise (PDBE), Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) and Disadvantaged Business Enterprise (DBE) certifications. The documentation required for certification is listed below. Please note additional documentation may be required from applicants, if necessary.

All Applicants are required to submit:

- Work experience/resumes (including places of ownership/employment with corresponding dates) for all owners, officers and supervisory personnel of your firm and anyone listed in application
- U.S. birth certificate, U.S. passport, naturalization paper, or tribal card for all qualifying minority/women owners that are U.S. citizens
- Permanent resident card for Non-U.S. citizens
- Signed federal tax returns (gross receipts) and all related schedules for the past three years for all companies in which you have ownership
- Current invoices and proof of payment (bank statement matching invoices) for services provided in the area(s) which you seek certification
- Bank signature card(s) or signed statement from bank on bank letterhead listing authorized signer(s) for company's account and when account was opened
- Customer references, including contact names and phone numbers, for whom work has been performed
- Description of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- List of all equipment owned and/or leased and proof of purchase and/or signed lease agreements
- List of construction equipment and/or vehicles owned and titles/proof of ownership(if applicable)
- All relevant licenses, license renewal forms, permits, and/or haul authority forms
- Signed and Notarized Certification Affidavit for each minority/women owner
- Signed and Notarized Affidavit of Non-Interest for each owner
- DBE and SBA 8(a) or SDB certification, denials, and/or decertification's (if applicable)
- Your firm's Vendor/Supplier Registration with the City of Houston Strategic Purchasing Division
- Your firm's signed loan agreements, security agreements, bonding forms, and/or line of credit
- Documented proof of contributions used to acquire ownership or to start up the company for each owner (i.e., loan agreements, bank statements showing withdrawal,

certificates of deposits, and/or copies of cancelled checks.)

- Documented proof of any transfer of assets to/from your firm and/or to/from any of its owners over the past two years

Corporation or LLC must submit:

- Certificate of Authority to do business in Texas (for out-of-state businesses)
- Official Certificate of Incorporation (Corporation), Official Certificate of Organization (LLC), or Certificate of Filing
- Official Articles of Incorporation signed by the state official (Corporation), Articles of Organization(LLC), or Certificate of Formation and any amendments
- Corporate By-Laws (Corporation) or Rules and Regulations/Operating Agreement (LLC) and any amendments
- Current minutes of all stockholders and board of directors meeting describing ownership, management, and control (optional for LLC's)
- Both sides of corporate stock certificates and copy of the stock transfer ledger (Corporation) or both sides membership certificates and membership unit transfer ledger and/or Members Shareholders' Agreement (LLC)
- Corporate bank resolution
- Current financial statement for the company including Balance Sheet, Income Statement prepared by an outside CPA or accountant

Sole Proprietorship must submit:

- Assumed Name Certificate (DBA)
- Personal signed tax returns (1040s) and all related schedules for each minority/woman owner for the past three years

Partnership/Joint Venture/Franchise must submit:

- Official Certificate of Partnership
- Original and any amended Partnership or Joint Venture Agreements describing ownership, management, and control
- Franchise Agreement (Franchise only)

Trucking Company must submit:

- Documented proof of ownership of the company
- Insurance agreements for each truck owned or leased by your firm
- Titles(s) and registration certificate(s) for each truck owned or leased by your firm
- List of U.S. DOT numbers for each truck owned or operated by your firm

Regular Dealer/Supplier must submit:

- Proof of warehouse ownership or leased
- List of Product Lines carried
- List of distribution equipment owned or leased

Persons with Disabilities Business Enterprise (PDBE) Certification:

- Signed and Notarized Affidavit of Disability, Authorization for Release of Medical Records, and an accompanying letter from a medical doctor who has been certified in the state of Texas
- Signed and Notarized Affidavit of Disability
- For Disabled Veterans, a Disability Rating letter issued by the Department of Veteran Affairs or a disability determination from the Department of Defense

Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) or Disadvantaged Business Enterprise (DBE) Certification:

- Signed and Notarized Personal net Worth Statement for each minority/women owner
- Personal signed tax returns and all related schedules for each minority/women owner
- Year-end Balance Sheets and Income Statements for the past three years (or life of firm, if less than three years)
- Schedule of salaries (or other compensation or remuneration) paid to all officer, managers, owners, and/or directors of the firm
- Trust Agreements held by any owner claiming disadvantaged status, if any
- List of all employees, job titles, and dates of employment

State of Texas Historically Underutilized Businesses (HUB):

Historically Underutilized Business (HUB) is a certification program offered by the State of Texas. The State of Texas accepts City of Houston certified MBE and WBE firms as candidates for HUB certification for qualified applicants.

- Copies of Texas Driver's License or Texas State ID
- State of Texas' County Appraisal District Property (Homestead) Tax Statement for each minority and women owner with 5% or more ownership
- Official Federal Employer's Identification Number (EIN)