How To Get DBE Certified and Why?

South Central Texas Regional Certification Agency

March 23, 2022

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Executive Director

OBJECTIVES

- Certification Programs
- Types of Certifications
- Areas that we Cover for DBE Federal Program
- Benefits being DBE certified
- How to Apply online for DBE/ACDBE
- NAICS Codes
- Marketing your Business
- Networking
- Resource Partners

Certifications

Local Program

→

Designations

- **Small Business Enterprise (SBE)**
- **Minority Business Enterprise (MBE)**
- **Women Business Enterprise (WBE)**
- **Veteran Business Enterprise (VBE)**

- **African American Business Enterprise (AABE)**
- **Asian American Business Enterprise (ABE)**
- **Disabled Individual Business Enterprise (DIBE)**
- **Emerging Small Business Enterprise (ESBE)**
- **Hispanic American Business Enterprise (HABE)**
- **Native American Business Enterprise (NABE)**

Federal Program

- **Disadvantage Business Enterprise (DBE)**
- **Airport Concessionaire Disadvantage Business Enterprise (ACDBE)**

Breakdown of Certifications

Federal Program

- Certifications offered: DBE and ACDBE

- The Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) and Disadvantaged Business Enterprise (DBE) are reviewed and processed according to the Texas Unified Certification Program (TUCP) the TUCP follows Federal regulations 49 CFR Part 26.

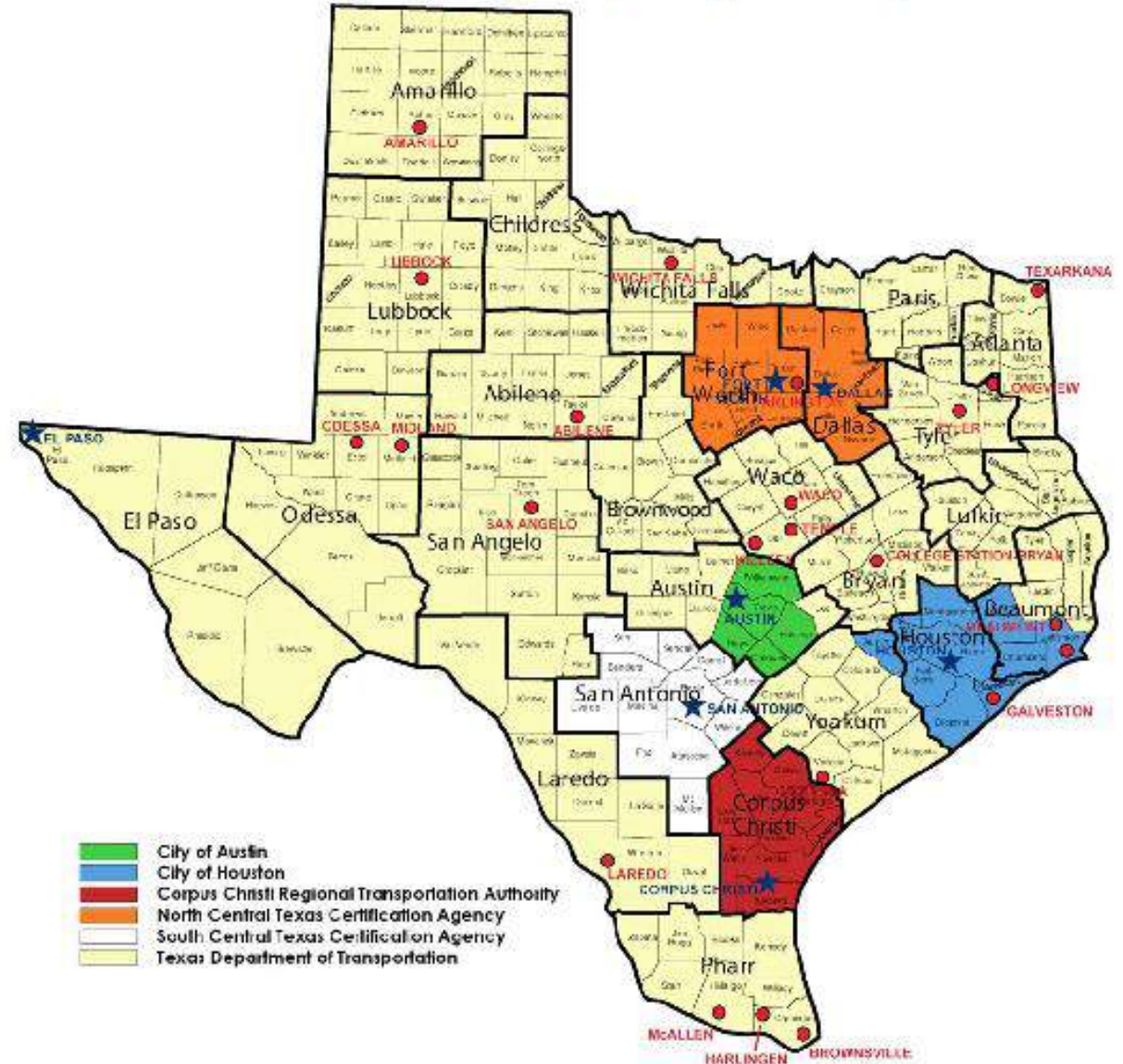# Federal Program DBE/ACDBE

DBE Service Counties:

Atascosa
Bandera
Bexar
Comal
Frio
Guadalupe
Kendall
Kerr
McMullen
Medina
Uvalde
Wilson

Texas Unified Certification Program Certifying Agency Region Map

Legend:
- City of Austin
- City of Houston
- Corpus Christi Regional Transportation Authority
- North Central Texas Certification Agency
- South Central Texas Certification Agency
- Texas Department of Transportation

BENEFITS BEING DBE CERTIFIED

- ITS FREE- No Cost
- Certification accepted by Member Entities and Corporate Sponsors
- Competitive Edge over your Competitors
- Increase Cash Flow
- Database visibility Locally and Federally
- Another revenue stream
- Receive Bid Opportunities from various sources

How to Review Our Application

Visit Website – https://www.sctrca.org Click Apply Now

DBE/ACDBE Tab

Federal Program

14 Pages

Note: Depending on the application submit and structure of the business, there are different documentation needed to submit

NAICS Code

- A NAICS Code, is a classification within the **N**orth **A**merican **I**ndustry **C**lassification **S**ystem. www.naics.com
- Six Digit Code, use for Services rendered or Business size
- Use this Code(s) to complete your application
- Vendors can always add more codes as your business changes or grows
- Select codes that you receive 80% of revenue for your business

How to Apply Online

1. Website – https://sctrca.org
2. Click on: Apply Now DBE/ACDBE Tab
3. Create an Account , if you do not have one
4. Start Applying

Starting an Online Application

Online Certification

Welcome!

You are about to complete the online M/WBE certification application for the City of Pensacola.

New Certification

Your firm is not currently certified.
Create Account

I Forgot My Username & Password
Lookup Account

Renew Your Certification

I Know My Username & Password
Login

I Forgot My Username & Password
Lookup Account

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard." If you require technical assistance while completing the application, please use our online support form.

Starting an Online Application

Welcome to the South Central Texas Regional Certification Agency (SCTRCA) online application for Disadvantaged Business Enterprises (DBE), Airport Concession Disadvantaged Business Enterprises (ACDBE), Small, Minority, Women, Veteran, Business Enterprise (SMWVBE).

Thank you for your interest in becoming certified with the South Central Texas Regional Certification Agency (SCTRCA). Certification with the SCTRCA will allow your company to sell your product or service as an eligible African American (AABE), Asian American (ABE), Disabled Individual (DIBE), Emerging Small Business (ESBE), Hispanic American (HABE), Minority (MBE), Native American (NABE), Small (SBE), Veteran (VBE), and Woman – owned (WBE) to public and private member entities. The SCTRCA is responsible for the certification process to ensure that only firms meeting the eligibility criteria can participate as an AABE, ABE, DIBE, ESBE, HABE, MBE, NABE, SBE, VBE and WBE. This certification is not to be confused with the Disadvantaged Business Enterprise (the "DBE") program which is a federal program based upon Federal Law.

The Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) and Disadvantaged Business Enterprise (DBE) are reviewed and processed according to the Texas Unified Certification Program (TUCP). The TUCP follows Federal regulations, 49 CFR, Part 26 and Part 23.

To be considered eligible for any of the certification programs a firm must be independent and for-profit owned by a majority of U.S. Citizens or legally permanent residents. The SCTRCA verifies that firms meet the requirements for certification. A firm applying for certification with the SCTRCA must meet the certification criteria to be considered a Disadvantaged, Small, Minority and Woman-Owned Business Enterprise.

SCTRCA certification services are provided for free to Applicants residing within the jurisdiction. The SCTRCA will charge Applicants residing outside the SCTRCA jurisdiction fees for any and all Certification Reviews made during the certification process regardless of whether Applicant becomes certified, and during any and all post-certification Site Visits.

Types of Certifications and Qualifications for Certification:

- Small, Minority, Women, Veteran, Business Enterprise (SMWVBE):

- Disadvantaged Business Enterprises/Airport Concessions Disadvantaged Business Enterprises (DBE/ACDBE)

Select an Option

Your business is currently certified by the South Central Texas Regional Certification Agency.

You would like to submit a DBE/ACDBE Annual Affidavit.

You would like to report a change or update your certification record.
Changes include Add/update commodity, supply, and/or service work categories on your certification.

You would like to submit a Local Renewal Application.

You would like to submit an Out of Jurisdiction Renewal Application.

Your business is **not** currently certified by the South Central Texas Regional Certification Agency.

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New Local (SMWVBE) Application for South Central Texas Regional Certification Agency

New Local (SMWVBE) Application

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This application is for firm's seeking Small Business Enterprise (SBE), Minority Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Veteran-Owned Business Enterprise (VBE), African American Business Enterprise (AABE), Asian American Business Enterprise (ABE), Disabled Individual Business Enterprise (DIBE), Emerging Small Business Enterprise (ESBE), Hispanic American Business Enterprise (HABE), Native American Business Enterprise (NABE) certification.

The SCTRCA is responsible for the certification process to ensure that only firms meeting the eligibility criteria can participate as an AABE, ABE, DIBE, ESBE, HABE, MBE, NABE, SBE, VBE and WBE.

IMPORTANT NOTICES:
The SCTRCA reserves the right to request any additional information deemed necessary to determine if a firm is certifiable. The burden of proof of ownership, management and control of the business is on the Applicant. Failure to cooperate and/or provide requested information within the time specified, is grounds for termination in the processing of your application for Certification. If at any time the SCTRCA has reason to believe that any person or firm has willfully and knowingly provided incorrect or false information, the SCTRCA will initiate de-certification procedures. Decertification is automatic if a certified business enterprise has a change in ownership, management or control and does not notify the SCTRCA within 30 days of said change. To locate SCTRCA business enterprise certification policies and procedures, please visit www.sctrca.org.

SCTRCA certification services are provided for free to Applicants residing within the jurisdiction. The SCTRCA will charge Applicants residing outside the SCTRCA jurisdiction fees for any and all Certification Reviews made during the certification process regardless of whether Applicant becomes certified, and during any and all post-certification Site Visits. The SCTRCA is a non-profit agency, therefore, extraordinary expenses for providing certification services beyond its jurisdiction must be recaptured. Charges will be incurred at the expense of the Applicant or certified business residing outside of the SCTRCA jurisdiction for actual costs incurred by the SCTRCA for Certification Reviews and Site Visits. Such charges include but are not limited to mileage, travel, lodging and per diem. Firms seeking certification using services provided by other sources (fee based or otherwise) are not guaranteed certification by the SCTRCA. Should a firm require assistance, please contact the SCTRCA.

VENDOR DIRECTORY/DATABASE DISCLOSURE:
The SCTRCA does not disclose information which may be regarded as proprietary or confidential under federal and/or state law. However, as a part of its outreach efforts, the SCTRCA maintains a vendor directory/database which is available to the general public. The information in the vendor directory/database consists of Firm name, contact person, address, fax and phone numbers, service or product provided and certification status, if any. No proprietary or financial information is included. Unless this provision is crossed out and initialed by Firm, the directory information of the Firm will be available to the public on the database.

Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

YOUR EMAIL ADDRESS *   **SCTRCAtest1@b2gnowuser.com**

COMPANY EMAIL *   **SCTRCAtest1@b2gnowuser.com**

COMPANY TYPE *   [**LLC**   ⌄]

AUTOFILL *   You can save time by using a previous application to fill in the answers; note that you will need to access each section of the application to review and lock-in the auto-filled information to ensure it is accurate and correctly formatted.Select an option below:

◯   Use existing account information to auto-fill application

Prior applications with South Central Texas Regional Certification Agency - Relevant previous application data will be copied to the new record.

◯   Use South Central Texas Regional Certification Agency New Local (SMWVBE) Application
Submitted 8/14/2019 by SCTRCA Test1; Received & In Process

◯   Use South Central Texas Regional Certification Agency New Out of Jurisdiction Local (SMWVBE) Application
Submitted 8/14/2019 by SCTRCA Test1; Submitted, Pending Receipt

Logged on as:
SCTRCA Test1
SCTRCA Test Business 1

Help & Tools

In addition to completing an application form, you will be required to submit supporting documents with your application.

Mandatory documents must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed.** Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

EXCEPTIONS (i.e. certified vendors seeking to streamline the application process or seeking reciprocity pursuant to SCTRCA policy):
Small Business Administration Section 8(a) A firm that has been certified by the Texas Unified Certification Program (the "TUCP") will be granted SCTRCA Certification upon evidence of current TUCP Certification. The reciprocal SCTRCA issued certification will be valid for two years.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to **your printer** or a **PDF file**.

☐ Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your New Local (SMWVBE) Application, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this New Local (SMWVBE) Application. Otherwise, the record will self-delete on **1/13/2020**. Periodic reminders will be sent to you by email up to that point. A deleted New Local (SMWVBE) Application cannot be recovered; you will need to start again.

[Continue]   [Return]

Mandatory Documents

All mandatory documents must be provided with the New Local (SMWVBE) Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Federal Tax Returns (and extensions) for affiliations with related schedules, for the past 3 years

Most recent 3 years, Complete Business Federal Income Tax Returns (all schedule and attachments)
 For each disadvantaged owner.

Most recent 3 years, Complete Personal Federal Income Tax Returns (all schedule and attachments)
 For each disadvantaged owner.

Franchise Agreement

Operating Agreement with any amendments (for LLCs)

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Mandatory Documents

All <u>mandatory</u> documents must be provided with the New Local (SMWVBE) Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

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   For each disadvantaged owner.

Most recent 3 years, Complete Personal Federal Income Tax Returns (all schedule and attachments)
   For each disadvantaged owner.

Franchise Agreement

Operating Agreement with any amendments (for LLCs)

Minutes of organizational meeting

Minutes of last annual meeting

Both sides membership certificates and membership unit transfer ledger (LLC)
   (Issued and Voided) front and back

Membership Register

Copy of Federal Employer Identification Number (EIN), Letter from the IRS or Social Security Number (SSN) Card

Resumes (that include places of employment with corresponding dates), for all owners, officers, and key personnel of applicant firm

Certificate of Formation (signed by the state official) and any amendments

**Minutes of all stockholders and board of directors meetings**
   Include: Organizational Meeting(s) (including First), Last Annual Meeting and All Resolutions Affecting Ownership

Minutes of First Corporate Organizational and Last Annual Meeting

Copy of Birth Certificate and/or Passport

Copy of Driver's License or State ID

Proof of Texas Residency (Texas Driver's License or Property Appraisal) for HUB Streamline
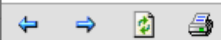
Copy of Driver's License or State ID

Proof of Texas Residency (Texas Driver's License or Property Appraisal) for HUB Streamline

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Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Last two Quarterly Texas Workforce Commission Reports (TWC Reports) or Employee Verification Documentation

Documentation verifying disability from Medical Doctor or Government Agency
   If applicable

Copy of assumed name certificate

Sales Tax Permit

(3) Current contracts and/or invoices and proof of payment (bank statement matching invoices) for services provided in the area(s) which you seek certification

Documented proof of initial contributions used to acquire ownership each owner
   i.e., loan agreements, bank statements showing withdrawal, certificates of deposits, and/or both sides of cancelled checks.

DD-214 Form from the Department of Defense verifying military service and discharge
   If applicable

If applicant is a Regular Dealer or Wholesaler: List of distribution equipment owned or leased
   DBE optional

Last 4 quarters of Texas Workforce commission Reports (TWC Reports)
   Last four Quarterly TWC Reports (firms whose size standards are based on the number of employees)

Licenses or Certificates to perform work, if required by state law (CDL, P.E, Architect, Electrician, Plumbing, Law, etc.)

List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle
   Building construction companies including general contractors, operative builders and trucking companies

Manufacturer Account(s) Information verifying dealer authorization

Authorization/Resolution and Bank Signature cards

Proof of Stock/Company Purchase (buy/sell agreement, cancelled check)
   If the company was bought in existing or transfer

Certification Application: Main Summary

SCTRCA Test Business 1
Type: **New Local (SMWVBE) Application**
App #: **9993146**

Status: **Incomplete**
Started: **10/15/2019**

0% complete

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?
User manual
Sign up for a Training Class

New Local (SMWVBE) Application Information

Type	**New Local (SMWVBE) Application**
Certifying Agency	**South Central Texas Regional Certification Agency**
Business Name	**SCTRCA Test Business 1**
Current Status	**Incomplete**
Application Number	9993146
Date for Deletion	**1/13/2020** (Extend)
Contact Person	SCTRCA Test1 ∨ (Add user not on list)

This is the assigned user for this New Local (SMWVBE) Application. To ensure security of the record, only **YOU** have access unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

Sections and Documentation

Section 1: General Information	➡ Fill In	Incomplete: 0 completed of 8 required; 0 completed of 6 optional
Section 2: Business Information	➡ Fill In	Incomplete: 1 completed of 13 required; 0 completed of 0 optional
Section 3: Officer Information	➡ Fill In	Incomplete: 0 completed of 6 required; 0 completed of 0 optional
Section 4: Financial Information	➡ Fill In	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	➡ Fill In	Incomplete: 0 attached of 17 mandatory; 0 attached of 25 required

Signature and Submittal

Signature	⏳ Sign	
Submittal	⏳ Submit	

Delete New Local (SMWVBE) Application

New Online Application Process

How long does the process take?

Local Program

The Local program's time frame is about 45 days.

*Random Site Visits

Federal Program

The Federal Program's time frame is no less than 30 days and can take up to 90 days from when the application is deemed complete.

*Mandatory Site Visit

*Note: Site Visits can take anywhere from 45 minutes – 2 hours
*Note: Virtual Site Visits are now being conducted

How Often Do You have to Renew and/or Update Certifications?

-DBE/ACDBE certifications do not expire but they do need to be updated every year to verify that the firm still meet the eligibility requirement. An Annual Update Affidavit is required with the most current business income tax returns as well.

<u>Both Programs:</u>
1. If there are any changes made before the anniversary date, you must notify the agency and submit documentation within 30 days of the change. ESPECIALLY EMAIL ADDRESSES
2. Encourage you to submit copies of everything
3. We do not process your renewal or affidavit until the anniversary month
4. We will notify you via email 60 days and 30 days prior to your anniversary date. We will also email you when you have lapsed. If we still do not have your documentation, we will give you a courtesy call.

Networking Opportunities

Networking is essential to building your clientele

A few events:

- Certification Seminars/Workshops

- Trade/Expo Shows

- Chamber of Commerce

- The Maestro Entrepreneur Center

- Webinars

Frequently Asked Questions

1. **Why do we need the supporting documents along with the application?**
   - Supporting documents are needed in order to verify that the firm meets all of the eligibility requirement of the Business Enterprise Program and/or Disadvantage Business Enterprise Program

2. **Does your agency process HUB Zone or 8A?**
   - We do not process HUB Zone or 8A Certifications. Both are done through the Small Business Administration

Resources

South-West Texas Border
**Small Business
Development Center Network**
Procurement Technical Assistance Center

UTSA PTAC (Procurement Technical Assistance Center)
(210) 458-3252

**SCORE
Maestro Entrepreneur Center
Lift Fund
HCA
Local Chambers**

Questions?

South Central Texas Regional Certification Agency

SCTRCA

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