



# Let's Talk Certification

Office of Business Opportunity Certification Team

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# Mission

The Office of Business Opportunity (OBO) is committed to cultivating an inclusive and competitive economic environment in the City of Houston by promoting the success of small businesses and developing Houston's workforce, with a special emphasis on historically underutilized businesses and disenfranchised individuals.

# Vision

OBO's vision is to eliminate systemic barriers to prosperity and economic opportunity in the Greater Houston region.



# Certifications & Designations

There are four (4) City of Houston and two (2) Federal certifications processed by **OBO**.

## City Certifications

**MBE – Minority Business Enterprise:** Applies to firms owned and operated by minorities. MBE goals may be applied to any locally funded contract type.

**WBE – Women Business Enterprise:** Applies to firms owned and operated by females. WBE goals may be applied to any locally funded contract type.

**SBE – Small Business Enterprise:** Applies only to eligible firms in the **construction-related industry**. This certification is race and gender neutral.

**PDBE – Persons with Disabilities Business Enterprise:** Applies to eligible firms owned and operated by individuals with an existing, medically determined physical or mental impairment of a chronic or permanent character. Also includes U.S. Veterans with service-connected disabilities.



# Certifications & Designations

## **Federal Certifications (US Department of Transportation)**

**DBE- Disadvantaged Business Enterprise (Federal Certification):** Applies to firms owned and operated by socially and economically disadvantaged individuals. DBE goals apply only to U.S. Department of Transportation contracts that receive Federal financial assistance.

**ACDBE- Airport Concessionaire Disadvantaged Business Enterprise** firms are eligible to participate on concessions at airports that receive Federal funds. Concessionaires provide goods and services to the traveling public. Examples include: retail, food and beverage, advertisement and marketing, vending and Wi-Fi services.



# Governing Regulations for the Certification Program

## Local Certification Program

- City of Houston Code of Ordinances, Chapter 15, Article V: Minority, Women, and Small Business Enterprises
- Office of Business Opportunity Policies and Procedures in effect, found at [https://www.houstontx.gov/obo/documents\\_and\\_forms.html](https://www.houstontx.gov/obo/documents_and_forms.html)

## DBE and ACDBE Program

The Disadvantaged Business Enterprise and Airport Concessionaire Disadvantages Business Enterprise programs are governed by the Code of Federal Regulations (C.F.R.), as follows:

- **DBE:** 49 C.F.R. Part 26
- **ACDBE:** 49 C.F.R. Part 23

# The Certification Process



- I. Pre-Certification Workshop
- II. Complete Application Online
- III. Preliminary Screening of Application
- IV. Desk Audit
- V. Financial Audit
- VI. Certification Interview, where applicable
- VII. Committee Review
- VIII. Certification Approval or Denial

**All applications must be submitted online.**

(Visit <http://houstontx.gov/obo/> for instructions and details)

# Requirements for Certification

| Requirements  | Certification Type             |
|---|--------------------------------|
| Must be at least 51% owned, managed and controlled by a minority (MBE), female (WBE), person with a disability or socially (ACDBE), and economically disadvantaged individual (DBE).  | MBE, WBE, PDBE, ACDBE, and DBE |
| The minority, female, persons with disabilities owner, socially and economically disadvantaged owner, and small business owner must have the training/expertise to perform the work, and where required, have a license or certificate issued in his or her name. | All certification types        |
| Firm must be for profit, independent, and currently functioning.  | All certification types        |
| Maintain a significant presence in Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery, Waller, Austin, or San Jacinto counties.  | MWSBE and PDBE                 |

# Requirements for Certification

| Requirements   | Certification Type      |
|--|-------------------------|
| Meet the Small Business Administration Size Standard(s) for its industry classification(s).  | All certification types |
| Firm must be registered as a Vendor/Supplier with COH Strategic Purchasing Division.   | All certification types |
| <p>For Persons with Disabilities Business Enterprise (PDBE) certification requires that applicant submit a Disability Affidavit and an accompanying letter from a medical doctor.</p> <p>*Veterans applying for PDBE must demonstrate a service-connected disability by providing:</p> <ol style="list-style-type: none"> <li>a. Disability rating letter from the Department of Veterans Affairs or</li> <li>b. Disability determination from the Department of Defense.</li> </ol> | PDBE only               |

# Requirements for Certification

| Requirements  | Certification Type     |
|---|------------------------|
| For Small Business Enterprise (SBE) certification, it requires the applicant to be in a construction or construction related field.   | SBE certification only |
| For Disadvantaged Business Enterprise (DBE/ACDBE) certification, applicant must have a Personal Net Worth less than \$2.047 million – excluding value of primary home and ownership interest in the business. There is no local presence requirement for DBE/ACDBE certification. | DBE and ACDBE only     |

# LGBT-Owned Business Enterprise Certification

The NGLCC (National Gay and Lesbian Chamber of Commerce) is the exclusive, third-party certification body that verifies that eligible businesses are majority-owned by LGBT individuals and subsequently grants Certified LGBT Business Enterprise® (Certified LGBTBE®) designation to such businesses as part of its LGBT Supplier Diversity Initiative.

Effective March 1, 2021, the City of Houston will recognize the NGLCC certification for Houston area businesses that meet the City's size standards. Contractors can search the certified firm directory to identify these businesses.



Become a member of your local affiliate chamber to not only leverage local membership benefits but also to take advantage of **complementary national certification**. NGLCC waives the certification fee for businesses that choose to join their local affiliate chamber.

Visit <https://www.nglcc.org/get-certified> for Requirements and additional Information.

# Texas HUB Certification

## STATE OF TEXAS HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATION



- The COH Certification team also facilitates State of Texas Historically Underutilized Business (HUB) certification.
- At the firm's election, MBE and WBE certification approval can also result in HUB Certification, if the firm meets the State's HUB certification eligibility guidelines.

# Eligibility for HUB Certification

- Owner must be a U.S. Citizen.
- Owner must be a Texas Resident.
- Principal place of business must be located in the State of Texas.
- Owner must have a proportionate interest and demonstrate active participation in the control, operations, and management of the entity's affairs.
- Business must be at least 51% owned by one or more persons who are members of the following groups: ***American Women, Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans.***

# Advantages / Benefits of Certification

Goal credit for MWSDBE and ACDBE participation on City of Houston projects

Three (3) year MWSBE and PDBE certification approval period

Listing in the City's Certified Online Directory.

<https://houston.mwdbe.com/>

# Advantages / Benefits of Certification cont.

City of Houston Certification is also accepted by the following agencies:



# Advantages / Benefits of Certification cont.

Certification enables a firm's eligibility to participate on goal-oriented contracts, access resources to educate, connect and grow, and a wide variety of networking opportunities and events which include:

**MEET THE BUYER**  
Purchasing Forum

- ❖ City of Houston's Annual Meet the Buyer Event



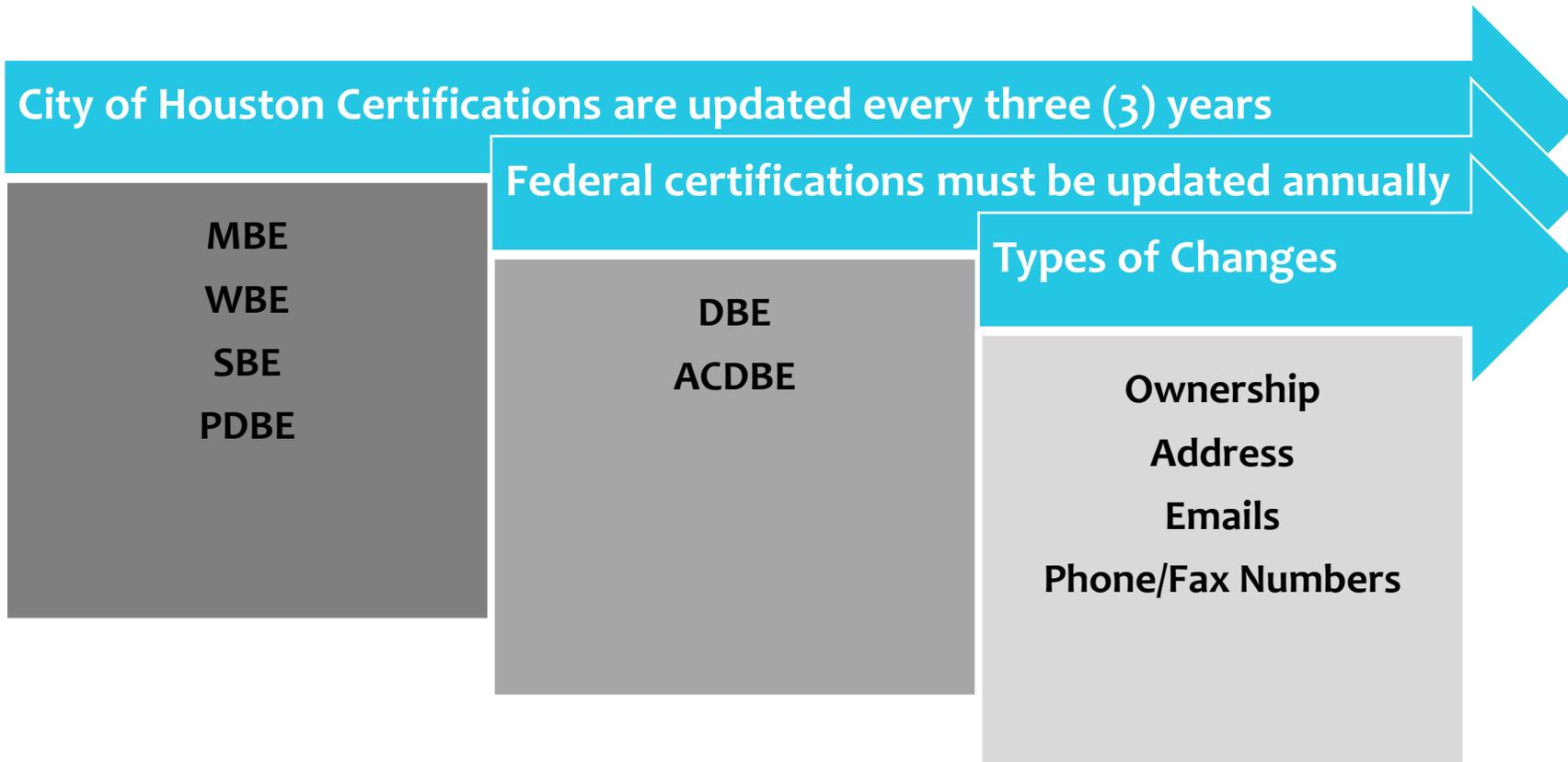
- ❖ The Interagency Mentor-Protégé Program



- ❖ Turner School of Construction Management

Certified firms are also included on the OBO/Community Partner's list to receive notifications of business opportunities.

# Certification Updates and Changes



*All updates or changes to your certification are reported via the online application system at [www.houston.mwdbe.com](http://www.houston.mwdbe.com).*

# Expansion of Capabilities

If you expand your business to operate in areas where you are not currently certified, we encourage you to seek an expansion of certification codes.

- Complete form via online application system at [www.houston.mwdbe.com](http://www.houston.mwdbe.com)
  - Add additional services to your current certification description
  - Add North American Industry Classification System (NAICS) codes to your certification profile

*Required to be used for specific scopes of work on City projects*

- Requirements for expansion:
  - Qualifying owner(s) must have training, expertise, and/or licensure to perform new work
  - Work is performed by applicant firm (not subcontractors)

An aerial photograph of Houston, Texas, featuring a complex multi-level highway interchange in the foreground and a dense city skyline with several skyscrapers in the background. The sky is filled with dramatic, colorful clouds in shades of orange, red, and purple, suggesting a sunset or sunrise. The overall scene is vibrant and captures the urban landscape of the city.

# How Successful was the MWSBE Program?

Over **\$4 Billion** has been awarded to Small, Minority, and Woman-owned businesses during the prior administration.



# Grounds for De-certification



**Any material misrepresentation in the certification application or in the execution of a contract may be reason for revocation of certification for a five-year period. The following are some examples of violations of the City's MWSBE, PDBE, ACDBE, and DBE programs.**

- OBO discovers that the firm provided false or misleading information for the purpose of certification during the original application process or as part of the update process;
- Allowing your company's name to be submitted toward satisfying the MWSBE, PDBE, ACDBE and DBE goal for a scope of work for which you are not certified;
- Allowing your company's name to be submitted toward satisfying MWSBE, PDBE, ACDBE and DBE goal, but not actually performing, through your own workforce, the exact scope of work submitted in the prime's contract documents; and/or
- The company hired members of the prime contractor's workforce and misrepresented them as his/her own employees.

*This is not an exhaustive list.*

**How to Apply for Certification**  
**and**  
**Preparing a Successful Certification**  
**Application**

**All applications for certification must be completed and submitted online.**

**<https://houston.mwdbe.com>**

# How to Apply



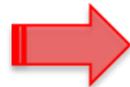
## Vendor Certification

Search and/or join our database of certified vendors

TERMS OF USE

APPLY FOR CERTIFICATION

MWSBE/PDBE AND DBE DIRECTORY



## Upcoming Events

View our upcoming events

EVENTS

## About the System

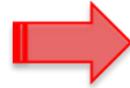
Learn more about this system and how it works today

# How to Apply

the Department of Veterans Affairs or a disability determination from the Department of Defense demonstrating a service-connected disability. The person with a disability will be required to meet the same criteria for certification as MWSBE applicants.

For further assistance with completing the application please attend one of the weekly Pre-Certification Workshops offered each Thursday at 2:00 p.m. in the Office of Business Opportunity Office 611 Walker St. 7th Floor Houston, TX 77002. For further questions, please call (832) 393-0600.

## New Certification



My firm is not currently certified.

[Create Account](#)

I Forgot My Username & Password

[Lookup Account](#)

## Certification Update/Expansion

I Know My Username & Password

[Login](#)

I Forgot My Username & Password

[Lookup Account](#)

# How to Apply

\* required entry

## Section 1: Business Lookup

TAX ID NUMBER \*

Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

Lookup

(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

## Section 2: Business Information

BUSINESS NAME \*

DBA NAME

COMPANY TYPE \*

None selected ▼

COMPANY ETHNICITY

None selected ▼

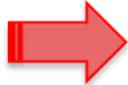
COMPANY GENDER

None selected ▼

# How to Apply

**Section 4: Company Contact Person**

|                   |  |                      |
|-------------------|--|----------------------|
| NAME *            | First name   | Last name            |
|                   | <input type="text"/>   | <input type="text"/> |
| TITLE             | <input type="text"/>   |                      |
| EMAIL/USERNAME *  | <a href="#">Copy from above</a><br><input type="text"/>  |                      |
| PHONE NUMBER *    | <a href="#">Copy from above</a><br><input type="text"/> <input type="text"/> Ext. <input type="text"/> |                      |
| FAX NUMBER        | <a href="#">Copy from above</a><br><input type="text"/> <input type="text"/>                           |                      |
| CHOOSE PASSWORD * | <input type="text"/><br><b>Password requirements:</b><br>▶ Must be at least 6 characters long          |                      |
| RETYPE PASSWORD * | <input type="text"/>   |                      |
| TIME ZONE *       | US/Central ▼   |                      |



# How to Apply



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## Certification Application

### Welcome to the City of Houston Online Application

Here, you may electronically apply for [these certifications](#)

Be sure to indicate if you are interested in certification as a State Historically Underutilized Business (HUB) if applying for MBE or WBE certification.

You will only need to send in one set of like kind responsive documents, even if you are seeking more than one type of certification. Supporting documents should be sent to:

City of Houston Office of Business Opportunity 611 Walker Street, 7th Floor Houston, TX 77002

Our continued goal is to provide Small/Minority/Women, and Disadvantaged Business owners with real opportunities to grow. Take advantage of our free workshops, seminars and networking events; and visit our website at [www.houstontx.gov/obo](http://www.houstontx.gov/obo) and download helpful publications.

We appreciate your interest in our programs. I am convinced that working with you, we can make a difference in your business. Our continued success depends upon growing firms like yours.

If you have any questions or need assistance, feel free to call (832) 393-0600 for more information or visit the City's website at [www.houstontx.gov/obo](http://www.houstontx.gov/obo).

Marsha Murray, Interim Director

[View Terms of Use](#)

**Help & Tools**

**Need Help?**

- [User manual](#)
- [Sign up for a Training Class](#)

### Select an Option

- [Your business is currently certified by City of Houston.](#)
- [Your firm is \*\*NOT\*\* currently certified by City of Houston.](#)



# Mandatory Documents

All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your MBE/WBE/SBE/PDBE New Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

| Attach                 | Document   | Download Form            | Document Description   |
|------------------------|--|--------------------------|--|
| <a href="#">Attach</a> | <b>Member's Agreement, Rules and Regulations or Operating Agreement and any amendments</b>   |                          | -  |
| <a href="#">Attach</a> | <b>Signed and notarized Affidavit of Certification</b>   | <a href="#">Download</a> | Must be signed and notarized for <u>each</u> owner upon which M/W/S/PDBE status is relied.   |
| <a href="#">Attach</a> | <b>Signed and notarized Affidavit of Non-Interest for each owner</b>   | <a href="#">Download</a> | This document must be downloaded, completed, signed, and notarized by each owner.  |
| <a href="#">Attach</a> | <b>Customer references, including contact name, phone number and email address, for whom work has been performed</b>                     |                          | -  |
| <a href="#">Attach</a> | <b>In business for 6 months prior to application date or company invoice and proof of payment if business is less than 6 months old.</b> |                          | -  |
| <a href="#">Attach</a> | <b>Company Federal tax returns filed by the firm and its affiliates with related schedules, for the past 5 years</b>                     |                          | Include requests for extensions  |
| <a href="#">Attach</a> | <b>Documented proof of contributions used to acquire ownership for each owner</b>  |                          | For example, include both sides of cancelled checks, bank statements, etc.   |
| <a href="#">Attach</a> | <b>Resumes for all owners, officers of firm and key personnel of the applicant firm</b>  |                          | Include places of ownership/employment with corresponding dates.   |
| <a href="#">Attach</a> | <b>Corporate bank resolution and bank signature cards</b>  |                          | -  |
| <a href="#">Attach</a> | <b>Official Articles of Incorporation or Certificate of Formation</b>  |                          | Signed by the state official   |
| <a href="#">Attach</a> | <b>Proof of Vendor/Supplier Registration with the City of Houston Strategic Purchasing Division</b>                                      |                          | Please go to <a href="http://purchasing.houstontx.gov/Bid_RegForm.aspx?ReturnUrl=Registration_Form.aspx">http://purchasing.houstontx.gov/Bid_RegForm.aspx?ReturnUrl=Registration_Form.aspx</a> to register and upload your email confirmation. |

# Document Checklist(s)- MWSBE/PDBE



**MINORITY, WOMEN AND SMALL BUSINESS ENTERPRISES / PERSONS WITH DISABILITIES BUSINESS ENTERPRISE  
CERTIFICATION APPLICATION  
SUPPORTING DOCUMENTATION CHECKLIST**

| MWSBE/PDBE SUPPORTING DOCUMENTATION ITEM   | BUSINESS STRUCTURE |             |                           |             |
|--|--------------------|-------------|---------------------------|-------------|
|  | Sole Proprietor    | Partnership | Limited Liability Company | Corporation |
| Disability Affidavit and an accompanying letter from a medical doctor who has been certified in the State of Texas for non-service connected disabled veterans only.   | X                  | X           | X                         | X           |
| Documented proof of place of business/operations (i.e. signed lease agreement or property tax statement) including office space, warehouse, and/or storage facility  | X                  | X           | X                         | X           |
| For Suppliers: List of product lines carried   | X                  | X           | X                         | X           |
| Birth Certificate, Passport, Naturalization Papers, Tribal Roll Card, Tribal Voter Registration Certificate or permanent resident card for each minority/woman owner   | X                  | X           | X                         | X           |
| Certification of Authority of do Business in Texas (for out-of-state businesses)   | X                  | X           | X                         | X           |
| Company Balance Sheet  |                    | X           | X                         | X           |
| For Supplier: List of distribution equipment owned and/or leased   | X                  | X           | X                         | X           |
| Signed loan and security agreements, and bonding forms   | X                  | X           | X                         | X           |
| For service connected disabled veterans; a disability rating letter from the Department of Veterans Affairs or a disability determination from the Department of Defense demonstrating a service-connected disability. | X                  | X           | X                         | X           |

# Document Checklist(s)- MWSBE/PDBE cont.



**MINORITY, WOMEN AND SMALL BUSINESS ENTERPRISES / PERSONS WITH DISABILITIES BUSINESS ENTERPRISE  
CERTIFICATION APPLICATION  
SUPPORTING DOCUMENTATION CHECKLIST**

| MWSBE/PDBE SUPPORTING DOCUMENTATION ITEM  | BUSINESS STRUCTURE |             |                           |             |
|---|--------------------|-------------|---------------------------|-------------|
|   | Sole Proprietor    | Partnership | Limited Liability Company | Corporation |
| For HUB firms: Copies of Texas Drivers License or Texas State ID, and State of Texas - County Appraisal District Property (Homestead) Tax Statement for each minority and woman owner with 5% or more ownership and copy of official Federal Employee Identification Number paperwork | X                  | X           | X                         | X           |
| Licenses, license renewal forms, permits, and haul authority forms  | X                  | X           | X                         | X           |
| List of equipment and vehicles owned and/or leased with documented proof of purchase/lease agreements (i.e. receipts of purchase, titles, VIN numbers, and insurance cards)   | X                  | X           | X                         | X           |
| DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications   | X                  | X           | X                         | X           |
| Signed and notarized Affidavit of Certification   | X                  | X           | X                         | X           |
| Signed and notarized Affidavit of Non-Interest for each owner   | X                  | X           | X                         | X           |
| Customer references, including contact name and phone number, for whom work has been performed.   | X                  | X           | X                         | X           |
| In business for 6 months prior to application date or company invoice and proof of payment if business is less than 6 months old.   | X                  | X           | X                         | X           |
| Company Federal tax returns filed by the firm and its affiliates with related schedules, for the past 5 years   |                    | X           | X                         | X           |
| Official Certificate of Partnership   |                    | X           |                           |             |

# Document Checklist(s)- MWSBE/PDBE cont.



## MINORITY, WOMEN AND SMALL BUSINESS ENTERPRISES / PERSONS WITH DISABILITIES BUSINESS ENTERPRISE CERTIFICATION APPLICATION

### SUPPORTING DOCUMENTATION CHECKLIST

| MWSBE/PDBE SUPPORTING DOCUMENTATION ITEM  | BUSINESS STRUCTURE |             |                           |             |
|---|--------------------|-------------|---------------------------|-------------|
|   | Sole Proprietor    | Partnership | Limited Liability Company | Corporation |
| Documented proof of contributions used to acquire ownership for each owner  | X                  | X           | X                         | X           |
| Resumes for all owners, officers of firm and key personnel of the applicant firm  | X                  | X           | X                         | X           |
| Corporate bank resolution and bank signature cards  |                    | X           | X                         | X           |
| Original and any amended Partnership Agreements   |                    | X           |                           |             |
| Proof of Vendor/Supplier Registration with the City of Houston Strategic Purchasing Division  | X                  | X           | X                         | X           |
| Personal tax returns and all schedules and all pages for each minority/woman owner for the past three years AND past three years returns for affiliate companies owned. | X                  |             |                           |             |
| Assumed name certificate (DBA)  | X                  |             |                           |             |
| Bank authorization and signatory cards  | X                  | X           | X                         | X           |
| Member's Agreement, Rules and Regulations or Operating Agreement and any amendments   |                    |             | X                         |             |
| Official Articles of Incorporation  |                    |             |                           | X           |
| Both sides of all corporate stock certificates and your firm's stock transfer ledger  |                    |             |                           | X           |
| Current Minutes of all stockholders and board of directors meetings   |                    |             |                           | X           |
| Corporate By-Laws and any amendments  |                    |             |                           | X           |
| Official Articles of Organization or Certificate of Formation   |                    |             | X                         |             |

# Document Checklist - SBE



## SMALL BUSINESS ENTERPRISE CERTIFICATION APPLICATION SUPPORTING DOCUMENTATION CHECKLIST

| SBE SUPPORTING DOCUMENTATION ITEM   | BUSINESS STRUCTURE  |             |                           |             |
|---|---------------------|-------------|---------------------------|-------------|
|   | Sole Proprietorship | Partnership | Limited Liability Company | Corporation |
| Personal signed tax returns and all schedules and all pages for each owner for the past three years AND past three years returns for affiliate companies owned.     | X                   |             |                           |             |
| Signed and notarized Affidavit of Certification   | X                   | X           | X                         | X           |
| Signed and notarized Affidavit of Non-Interest for each owner   | X                   | X           | X                         | X           |
| Customer references, including contact name and phone number, for whom work has been performed.   | X                   | X           | X                         | X           |
| In business for 6 months prior to application date or company invoice and proof of payment if business is less than 6 months old.                                   | X                   | X           | X                         | X           |
| Assumed name certificate (DBA)  | X                   |             |                           |             |
| Resumes for all owners, officers of firm and key personnel of the applicant firm  | X                   | X           | X                         | X           |
| Proof of Vendor/Supplier Registration with the City of Houston Strategic Purchasing Division  | X                   | X           | X                         | X           |
| Documented proof of place of business/operations (i.e. signed lease agreement or property tax statement) including office space, warehouse, and/or storage facility | X                   | X           | X                         | X           |

# Document Checklist – SBE cont.



## SMALL BUSINESS ENTERPRISE CERTIFICATION APPLICATION SUPPORTING DOCUMENTATION CHECKLIST

| SBE SUPPORTING DOCUMENTATION ITEM   | BUSINESS STRUCTURE  |             |                           |             |
|---|---------------------|-------------|---------------------------|-------------|
|   | Sole Proprietorship | Partnership | Limited Liability Company | Corporation |
| For Suppliers: List of product lines carried  | X                   | X           | X                         | X           |
| Certification of Authority of do Business in Texas (for out-of-state businesses)  | X                   | X           | X                         | X           |
| For Supplier: List of distribution equipment owned and/or leased  | X                   | X           | X                         | X           |
| Licenses, license renewal forms, permits, and haul authority forms  | X                   | X           | X                         | X           |
| List of equipment and vehicles owned and/or leased with documented proof of purchase/lease agreements (i.e. receipts of purchase, titles, VIN numbers, and insurance cards) | X                   | X           | X                         | X           |
| Company Federal tax returns filed by the firm and its affiliates with related schedules, for the past 5 years   | X                   | X           | X                         | X           |
| Official Certificate of Partnership   |                     | X           |                           |             |
| Official Articles of Incorporation or Certificate of Formation  |                     |             |                           | X           |
| Official Articles of Organization or Certificate of Formation   |                     |             | X                         |             |

# Document Checklist (DBE/ACDBE)

The DBE/ACDBE checklist mirrors OBO's checklist with the addition of:

Personal tax returns for the past 3 years for each disadvantaged owner

Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors

List of all employees, job titles, and dates of employment

Trust agreements held by any owner claiming disadvantaged status

Audit financial statements (if available)

# Personal Net Worth (DBE/ACDBE)

The DBE/ACDBE program requires applicants claiming disadvantaged status to complete an individual Personal Net Worth form (in application). OBO along with the Texas Uniform Certification Program (TUCP) requires supporting documents for all Assets valued on the PNW statement. Documents required are:

| Assets  | Supporting Documents  |
|---|---|
| Cash and Cash Equivalents                       | Personal bank statements reflecting the value amount reflected on the PNW statement |
| Brokerage, Investment Accounts                  | Account statement(s) reflecting holder's name and value                             |
| Assets Held in Trust                            | Copy of the Trust Agreement (all pages)   |
| Loans to Shareholders & Other Receivables       | Promissory notes and other receivable documents made by applicant to others.        |
| Real Estate Excluding Primary Residence         | Mortgage statements including equity and value                                      |
| Life Insurance (cash surrender value only)      | Insurance statement/letter reflecting the cash surrender value                      |
| Other Personal Property:                        |   |
| a. Personal vehicles                            | a. Kelly blue book value (print value page)   |
| b. Fine art/jewelry                             | b. Statements/insurance of value  |
| c. Any other valued personal property           | c. Statements/insurance of value  |
| Business Interest Other Than the Applicant Firm | Valuation report of the affiliate business(es)                                      |

# Tips

(Personal Net Worth Documents)

Applicant(s) have two options to upload PNW documents:

a. In PNW module

b. As “Additional supporting documents not listed above”

# Tips

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Online application checklist is divided into two sections:  
Mandatory documents vs Required documents

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**Mandatory documents:** Applicant must attach these documents for this entire section to be completed.

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**Required documents:** Although the applicant is able to mark documents in this section as not applicable, we advise all applicants to refer to OBO's checklist to ensure the documents are not required for processing.

# Tips (example)

Documented proof of business location and Birth Certificate/Passports are always mandatory documents for OBOs certification.



City of Houston

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Required documents that are not relevant to your firm can be marked as not applicable. Please use caution when reviewing the document list as 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/or could result in denial.

| Attach   | Mark as Not Applicable   | Document  | Download Form | Document Description  | Status       |
|--|--------------------------|---|---------------|---|--------------|
| <div style="display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Lock In</span> <span>Attach each document below or check the box to indicate it is not applicable to your business; then click the <b>Lock In</b> button.</span> </div> |                          |   |               |   |              |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>Disability Affidavit and an accompanying letter from a medical doctor who has been certified in the State of Texas for non-service connected disabled veterans only.</b> | -             |   | NOT attached |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>Documented proof of place of business/operations (i.e. signed lease agreement or property tax statement) including office space, warehouse, and/or storage facility</b>  | -             |   | NOT attached |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>For Suppliers: List of product lines carried</b>   | -             |   | NOT attached |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>Birth Certificate, Passport, Naturalization Papers, Tribal Roll Card, Tribal Voter Registration Certificate or permanent resident card for each minority/woman owner</b> | -             | At least one of the noted identification documents must be provided for EACH owner claiming social disadvantaged status.<br><b>This document is mandatory if applying for MBE or WBE certification.</b> | NOT attached |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>Certification of Authority of do Business in Texas (for out-of-state businesses)</b>   | -             |   | NOT attached |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>Company Balance Sheet</b>  | -             |   | NOT attached |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>For Supplier: List of distribution equipment owned and/or leased</b>   | -             |   | NOT attached |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>Signed loan and security agreements, and bonding forms</b>   | -             |   | NOT attached |
| <span style="border: 1px solid #ccc; padding: 2px 5px;">Attach</span>  | <input type="checkbox"/> | <b>For service connected disabled veterans; a disability rating letter from the Department of Veterans Affairs or a disability</b>  | -             |   | NOT attached |

# Preliminary Screening of Application

Step 1: Review of application to ensure all sections are complete

- Physical addresses cannot be a P.O. Box or any other mailbox service (i.e., UPS mailbox service, etc.)
- Section 3: Ownership must be completed by all owners
- All owners must complete an Affidavit of Non-Interest
- Only the owners making 51% ownership should complete the Affidavit of Certification

Step 2: Review all attached documents for validity.

# Review and Assignment of Application

**For local certifications: Failure to submit a fully completed application will result in its rejection. In the event of rejection, the applicant must wait 90 days before reapplying with OBO. For detailed guidance, please consult the checklist available on the OBO website.**

**Once the application is deemed suitable for assignment to a Certification Officer, the applicant will be notified through the online application system at [www.Houston.mwdbe.com](http://www.Houston.mwdbe.com).**

# **Office of Business Opportunity – OBO Certification Process**

**Due to the volume of certification applications,  
the average processing time for local  
applications is 4 – 6 months.**

**Processing time for DBE and ACDBE  
applications is 90 days from the time that  
the application is deemed *Suitable for  
Evaluation*, as defined in 49 C.F.R. Part 26**



John Whitmire, **Mayor**

Cylenitha Hoyrd, **Director**

611 Walker, 7<sup>th</sup> Floor  
Houston, TX 77002

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# Thank You

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