

SMALL BUSINESS ENTERPRISE (SBE) CHECKLIST

The Office of Business Opportunity's dedicated certification team validates eligibility of firms applying for certification. The Small Business Enterprise (SBE) certification program is race and gender neutral. SBE certification is reserved for construction related firms only. The documentation required for SBE certification is listed below, but is not limited to:

Small Business Enterprise Certification:

- Work experience resumes for all owners, officers, and anyone listed in the application
- Your firm's signed Tax returns (gross receipts) plus all related schedules for the last three years, and tax returns for all companies in which you have ownership
- Signed and notarized Certification Affidavit for an owner included in application package
- Signed and notarized Affidavit of Non-interest for all owners
- Current invoices and proof of payments for services in which you are requesting certification
- All relevant licenses
- Customer references, including contact name and phone number, for whom work has been performed
- Certification of Authority to do business in Texas (**For out-of-state businesses ONLY**)
- Title(s), registration certificate(s), and U.S. DOT numbers for each truck owner or operated by your firm
- Your firm's signed loan agreements, security agreements, bonding forms, and/or line of credit
- Your firm's Vendor/Supplier Registration with the City of Houston Strategic Purchasing Division
- Description of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases

Corporation or LLC

- Official Certificate of Incorporation (Corporation) or Official Certificate of Organization (LLC)

Partnership/Joint Venture/Franchise

- Official Certificate of Partnership

Sole Proprietorship

- Assumed Name Certificate (DBA)