

Small Business Enterprise (SBE) Certification Program

Policies and Procedures

The Small Business Enterprise (SBE) Certification Program offers small businesses another avenue to maximize their opportunities to do business. The North Central Texas Regional Certification Agency (NCTRCA) accepts applications from companies who are interested in obtaining the SBE certification. Companies can apply for SBE certification by submitting a completed [application](#) form online in the NCTRCA [Certification Management System](#). Businesses eligible for SBE certification cannot exceed the expressed maximum average number of employees allowed. Additionally, companies cannot exceed the maximum average annual receipts allowed for the company, and its affiliates, identified by the [U.S. Small Business Administration \(SBA\) size standard](#) requirements; based on the North American Industry Classification System (NAICS) codes and the United States Department of Transportation (USDOT) size standard requirements.

Small Business Enterprise is a corporation, partnership, sole proprietorship or other legal business entity established to make a profit. The Business must be independently-owned and operated, has a place of business within the U.S. and works primarily within the U.S., has proof of U.S. citizenship and meets the [U.S. Small Business Administration size standard](#) requirements for a small business in its NAICS code industry(s).

(Refer to <https://www.sba.gov/federal-contracting/contracting-guide/size-standards>).

Firms seeking SBE certification with the NCTRCA must follow the guidelines listed below.

Certification

Eligible businesses interested in pursuing an SBE certification must meet the [U.S. Small Business Administration](#) size standard requirements and submit a completed application by applying online at <https://nctrca.mwdbe.com>.

Note: A Small Business Enterprise seeking certification in Texas is required to submit an application and pay the required processing fee to become SBE certified. Reciprocal certifications will be verified before SBE certification will be approved.

Applicants seeking SBE recognition from a member entity must satisfy all of that member's entity's requirements pursuant to the member entity policy.

New applications for SBE certification must include the following supporting documentation:

- Properly Signed and notarized affidavit
- Proof of US Citizenship
- Three (3) years **business** tax returns (current available year and past two (2) year's taxes)
- Three (3) years **personal** tax returns (current available and past two (2) year's taxes)
- Proof of Capital contribution in the firm by owner(s)
- Sole Proprietorship – Assumed Name Certificate
- Limited Liability Company (LLC) – Operating Agreement, Certificate of Formation
- Corporation (Inc.) – Articles of Incorporation, By-Laws, Amendments, Stock Certificates, Stock Transfer Ledger and Meeting Minutes
- Bank Signature Card(s) for all business accounts
- Lease agreement, or mortgage statement or mortgage tax appraisal for home-based businesses
- Outstanding Loan Agreements for the firm (if any)
- Resumes for owner(s) and key personnel
- List of employees
- Equipment list
- Copy of executed contract(s), subcontract(s), and/or purchase orders, evidencing business operations
- A \$100.00 **non-refundable** application processing fee. Fees can be paid via credit card online or by cashier's check or money order (payable to NCTRCA) – no personal checks or business checks accepted.

Failure to submit the required documents with the application will cause the application to be returned as incomplete. There will be **no refunds**

An application fee will be charged upon submitting a new application with all of the required documentation.

Processing Time

The allotted processing time for the SBE application is 90 days. This is contingent upon:

- The receipt of a completed application with required support documentation (there should be no blank answers/sections).
- If a question is “not applicable” please answer accordingly.
- If there is a request for additional documentation, vendors are required to comply with all requests during the application review.

Failure to comply with these requests may result in the administrative withdrawal of the application, and applicants may not reapply for a period of six (6) months.

Completed applications are processed in the order received. Payment is required at the time that the application is submitted to the NCTRCA and is non-refundable.

A site visit interview may be required at the discretion of the NCTRCA.

Renewal Application

SBE certification is valid for two years.

The NCTRCA’s Certification Management System will electronically notify vendors of upcoming renewals. The SBE renewal application should be submitted online through <https://nctrca.mwdbe.com> along with the following documentation: Past year’s and current available year’s business tax returns

- Support documentation for any changes in ownership or business structure
- Corporations are required to provide signed and dated Annual Shareholder’s and/or Director’s Meeting Minutes
- A \$50.00 non-refundable application processing fee is applicable on renewals. Fees can be paid online via credit card or by cashier’s check or money order (payable to NCTRCA) – no personal checks or business checks accepted.

If the required documents are not submitted with the renewal application, the application will be returned to the applicant and marked as incomplete. There will be **no refund**. To re-apply, applicants will be charged another \$50.00 application processing fee.



Denials

If the application for SBE certification is denied and the firm believes that it has been wrongfully denied certification; the firm can request, in writing, an administrative appeal to the NCTRCA Board of Directors Appeals Advisory Committee (AAC) not later than fifteen (15) calendar days from the date of the denial letter. All requests for appeal should be addressed to:

Appeal Advisory Committee (AAC) – Board of Directors
North Central Texas Regional Certification Agency
Attn: Appeals Advisory Committee
624 Six Flags Drive – Suite 100
Arlington, TX 76011

A representative for the AAC will contact the applicant to schedule an appeal date and confirm that date by letter. Decision made by the AAC shall be final. The applicant may reapply for certification 12 months from the date of the denial letter. It should be noted that failure to be certified DOES NOT PRECLUDE a firm from participating in any of the member entities' purchasing and contracting activities.

For more information concerning certification or renewal applications, please contact the NCTRCA at: receptionist@nctrca.org or call (817) 640-0606 ext. 1021.

Thank you for your interest in the North Central Texas Regional Certification Agency SBE Certification Program.