

How to Get Certified

South Central Texas Regional Certification Agency

May 6, 2020

Charles Johnson
Executive Director



OBJECTIVES

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

Certifications



Local Program



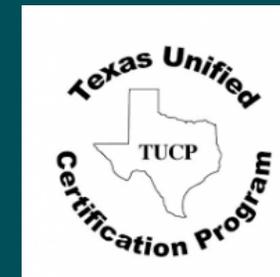
Designations

- **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

SMWVBE Program

- Certifications offered: ABE, AABE, DIBE, ESBE, HABE, MBE, NABE, SBE, VBE and WBE
- 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.
- All participants must submit documentation to prove they fall into one of these categories. Types of documents required vary by certification type requested.

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 and Part 23](#).

Inside or Outside of the Jurisdiction? Fees?

In the Jurisdiction

If your firm is headquartered in the jurisdiction of the SCTRCA and is registered as a Domestic entity, there is no cost for the initial certification or recertification



Local Jurisdiction Counties

Atascosa
Bandera
Bexar
Caldwell
Comal
Frio
Goliad
Guadalupe
Hays
Karnes
Kendall
Kerr
McMullen
Medina
Uvalde
Wilson



Outside the Jurisdiction

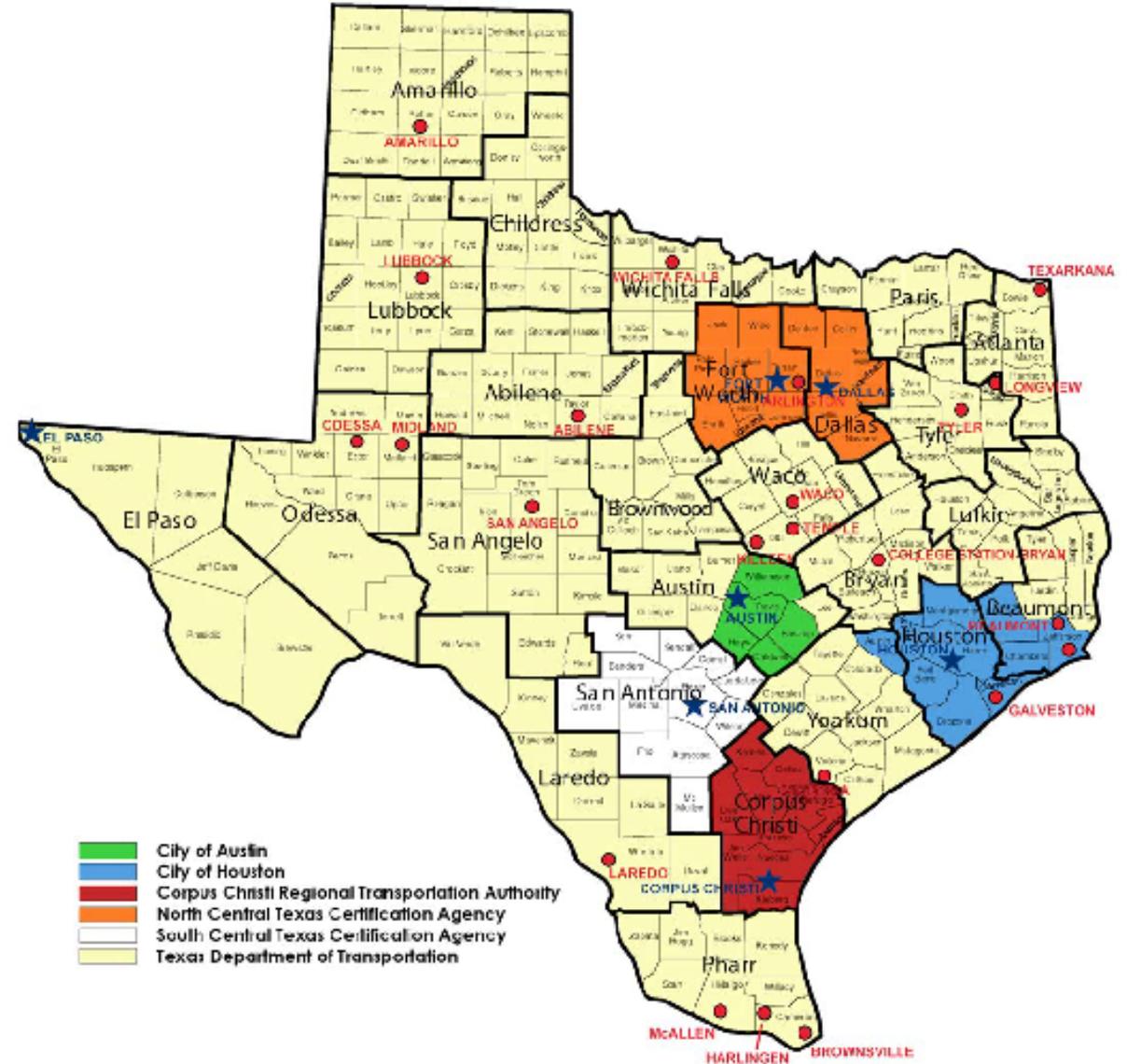
If your firm is headquartered outside the jurisdiction of the SCTRCA or registered as a foreign entity, the initial certification fee is \$250 and the renewal fee is \$100

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



BENEFITS BEING CERTIFIED

- ITS **FREE**- No Cost
- Certification accepted by Member Entities and Corporate Sponsors
- Competitive Edge over your Competitors
- Increase Cash Flow
- Database visibility
- Another revenue stream
- To Level the playing field

How to Apply Online

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

What can you apply for online

1. Reciprocal Certification
2. New Out of Jurisdiction Certification
3. Out of Jurisdiction Renewal Certification
4. New Local Application Certification
5. Local Renewal Application Certification
6. New DBE/ACDBE Certification
7. DBE/ACDBE Affidavit
8. Add NAICS Codes- Expansion
9. Update Changes or Report Changes

What you can Apply for Online ?



HOW TO SUBMIT AN ONLINE APPLICATION

What the vendor sees

The Following manual contains the instruction step by step of how to submit an online application in different scenarios.

Starting an Online Application

Online Certification

Welcome!

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

Need Help?

- [Download the user manual](#)
- [Sign up for a Training Class](#)

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](#).



Certification Application

Help & Tools

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

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.](#)

[Your business is **not** currently certified by the South Central Texas Regional Certification Agency.](#)

Return to Certification List



Certification Application

Help & Tools

Need Help?
[User manual](#)
[Sign up for a Training Class](#)

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Types of Certifications and Qualifications for Certification:

- [Small, Minority, Women, Veteran, Business Enterprise \(SMWVBE\):](#)
- [Disadvantaged Business Enterprises/Airport Concessions Disadvantaged Business Enterprises \(DBE/ACDBE\)](#)

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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.](#)

Return to Certification List



Certification Application: Start Certification Application

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

New Local (SMWVBE) Application

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.

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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 *

COMPANY EMAIL *

COMPANY TYPE *

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



Certification Application: Document List Preview for LLC

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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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Show All Hide All

Mandatory Documents

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- 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)
- 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



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Copy of Driver's License or State ID

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

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

Help & Tools

- Main
- Documents
- Signature
- Submit
- Utilities
- Cert List

SCTRCA Test Business 1 Status: **Incomplete**
Started: 10/15/2019

Type: **New Local (SMWVBE) Application**

App #: 9993146

0% complete

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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**.

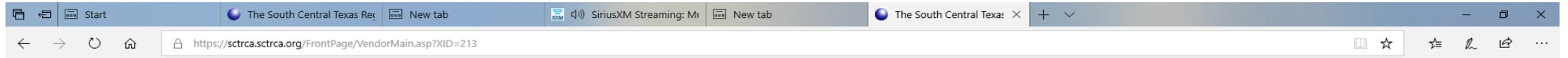
Sections and Documentation

Section 1: General Information	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 8 required; 0 completed of 6 optional
Section 2: Business Information	<input type="button" value="Fill In"/>	Incomplete: 1 completed of 13 required; 0 completed of 0 optional
Section 3: Officer Information	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 6 required; 0 completed of 0 optional
Section 4: Financial Information	<input type="button" value="Fill In"/>	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	<input type="button" value="Fill In"/>	Incomplete: 0 attached of 17 mandatory; 0 attached of 25 required

Signature and Submittal

Signature	<input type="button" value="Sign"/>	
Submittal	<input type="button" value="Submit"/>	

New Online Application Process

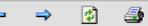


Certification Application: Main Summary

Main Signature Submit Utilities Cert List

SCTRCA Test Business 1
 Type: New Out of Jurisdiction Local (SMWVBE) Application
 App #: 8545800

Status: **Incomplete**
 Started: 3/15/2019



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Show All Hide All

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 Out of Jurisdiction Local (SMWVBE) Application Information

Type	New Out of Jurisdiction Local (SMWVBE) Application
Certifying Agency	South Central Texas Regional Certification Agency
Business Name	SCTRCA Test Business 1
Current Status	Incomplete
Application Number	8545800
Date for Deletion	6/13/2019 (Extend)
Contact Person	SCTRCA Test1 (Add user not on list)

This is the assigned user for this New Out of Jurisdiction 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: 4 completed of 7 required; 1 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 5 required; 0 completed of 0 optional
Section 4: Financial Information	Fill In	Incomplete: 0 completed of 1 required; 0 completed of 0 optional

Signature and Submittal

Signature	Sign	
Submittal	Submit	

Delete New Out of Jurisdiction Local (SMWVBE) Application

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?

-Local certifications need to be renewed **every two years**. A four page renewal application and a small checklist that is on page of the renewal application is require when submitting your information.

-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.

Both Programs:

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.

After You Get Certified

- Register with our Member Entities
 - VIA, COSA, Bexar County, Housing Authority, etc.
- Ensure you attend all pre bid meetings
 - Informed about deadlines, procedures, do's & don'ts
- Marketing/Mail Outs
 - Put your certification information on business cards, stationary, website and marketing materials
 - Mail out and inform other potential business partners that you are certified

***NOTE: NEVER PUT YOUR CERTIFICATION NUMBER ON MARKETING MATERIALS.**

Member Entities

<u>Member Entity</u>	<u>Phone Number</u>	<u>Website</u>
Alamo Colleges	210-485-0127	www.alamo.edu
Bexar County	210-335-2280	https://www.bexar.org
Brooks Development Authority	210-845-3729	www.brookscity-base.com
City of San Antonio	210-207-3900	www.sanantonio.gov
Edwards Aquifer Authority	210-477-8508	www.edwardsaquifer.org
Port Authority of San Antonio	210-362-7849	www.portsanantonio.us
San Antonio Housing Authority	210-477-6165	www.saha.org
San Antonio ISD	210-224-2781 x114	www.saisd.net
San Antonio International Airport	210-207-3450	www.sanantonio.gov/aviation
San Antonio River Authority	210-302-3603	www.sara-tx.org
San Antonio Water System	210-233-3420	www.saws.org
University Health System	210-358-9114	www.universityhealthsystem.com
VIA Metropolitan	210-362-2077	www.viainfo.net



HUB Streamline Process

- If you meet our requirements and the Texas Comptroller of Public Accounts requirements, we are able to streamline your information to obtain the State HUB Certification.
- Keep in mind that we do not approve or deny you for the HUB Certification. It is all up to The Texas Comptroller's Office.
- For us to streamline your information you have to:
 1. Be a Minority or Woman
 2. Have an Employer Identification Number (EIN)
 3. Be in San Antonio or Surrounding Counties (Inside of our Jurisdiction)
 4. Have proof of Ethnicity, US Citizenship and Texas Residency
 5. Have a valid Email Address

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
- 3. When will HUB qualifiers be streamlined?**
 - After the firm is certified and if you meet all requirements for HUB, you will be put in a report that we send out to the Texas Comptroller each month.

Resources



UTSA PTAC (Procurement Technical Assistance Center)
(210) 458-2458

SCORE

Maestro Entrepreneur Center

Lift Fund

HCA

Local Chambers

Questions?



South Central Texas Regional Certification Agency

SCTRCA

3201 Cherry Ridge St. Building B, Suite 210

San Antonio, TX 78230

(210)227-4722

cjohnson@sctrca.org