RE: State of Texas Application for Certification as a Historically Underutilized Business (HUB)

Dear Valued Applicant:

All Texas State agencies and institutions of higher education (universities) are required to make a good faith effort to include HUBs in their procurement opportunities when purchasing goods and services. HUBs are commonly referred to as minority and/or women owned businesses.

The Texas Building and Procurement Commission (TBPC) has been mandated to administer the HUB Program, and to certify minority and women owned business as HUBs.

Benefits of having your business registered as a certified State of Texas HUB:

- Registers your business in the State's HUB Directory.
- HUB Certification Certificate is valid for two (2) years, provided your business continues to meet the HUB eligibility criteria.
- Provides state agencies and institutions of higher education with a supplement to the State’s Centralized Master Bidders List (CMBL).

To apply for HUB certification, please comply with the following:

- Please reference the HUB Eligibility Criteria attachment (Page 2) to determine if your business meets the HUB eligibility criteria, and if so, complete the attached application (Pages 3 and 4).
- Mail your completed, signed, notarized application, and documents to:

  Texas Building and Procurement Commission
  HUB Certification and Compliance Program - M/S 303-21
  1711 San Jacinto Blvd. ● P.O. Box 13047
  Austin, TX  78711-3047

Because the Commission receives numerous applications requesting HUB certification and re-certification, please allow 4 to 6 weeks to process, and address any concerns we may encounter when reviewing your application.

The Commission would like to thank you for your interest in the State's HUB Program. Should you have any questions or concerns regarding the HUB Program, the status of your application, or need assistance completing your application, please contact a HUB Program representative at (512) 463-5872, or in Texas call toll free (888) 863-5881.
HISTORICALLY UNDERUTILIZED BUSINESS (HUB) ELIGIBILITY CRITERIA

CRITERIA I - ETHNICITY, U.S. CITIZENSHIP, AND TEXAS RESIDENCY

Individuals who are economically disadvantaged, and who have been historically underutilized because of their identification as members of the following groups are eligible for HUB certification, provided that all other criteria are met:

- **Asian-Pacific Americans** - which includes persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific and the Northern Marinas; Subcontinent Asian Americans whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan or Nepal;
- **Black Americans** - which includes persons having origins in any of the Black racial groups of Africa;
- **Hispanic Americans** - which includes persons of Mexican, Puerto Rican, Cuban, Central or South American, Spanish or Portuguese culture or origin, regardless of race;
- **Native Americans** - which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians; and
- **American Women** - which includes all women of any ethnicity.

Effective September 1, 1999, in accordance with the implementation of Senate Bill (S.B.) 178, individuals meeting the criteria above are required to be residents of the State of Texas.

CRITERIA II - OWNERSHIP

Businesses (i.e., sole proprietorships, partnerships, corporations, limited (liability) partnerships/companies, joint ventures) which are formed for the purpose of making a profit, provided that at least 51% of the assets and interest of all classes of stock, and equitable securities are owned by one, or more persons meeting Criteria I above. Non-profit organizations are not eligible for HUB certification.

Note: Sole Proprietorships are required to be 100% owned, and controlled by an individual meeting Criteria I. In addition, each entity within a Joint Venture is required to be a HUB.

CRITERIA III - ACTIVE PARTICIPATION, CONTROL, AND PROPORTIONATE INTEREST

Business documentation must substantiate that the eligible HUB owners are actively participating in the day-to-day operations of the business at a level that is commensurable to their ownership.

Business documentation is also required to substantiate that the eligible HUB owners are able to make independent business decisions (i.e., administrative activities, management personnel, negotiation and execution of contracts, and negotiation and execution of financial transactions) which guide the future and destiny of the business. Absentee or titular ownership by the eligible HUB owners who do not take an active role in controlling the business is not consistent with the HUB eligibility standards.

CRITERIA IV - GRADUATION SIZE STANDARDS AND ECONOMICALLY DISADVANTAGED STATUS

Business documentation must substantiate that the business does not exceed the HUB graduation size standards established by the Commission. In accordance with the Commission's graduation procedures in the HUB Rules 1, TAC 111.23, applicants/businesses applying for certification, or re-certification are determined to be economically disadvantaged when the business has not exceeded the graduation size standards.

A HUB shall be graduated from being used to fulfill HUB procurement utilization goals when it has maintained gross receipts or total employment levels four consecutive years which exceed the U.S. Small Business Administration’s (SBA) size standards for firms within similar primary North American Industrial Classification System (NAICS) codes as set forth in Title 13, Code of Federal Regulations (CFR), Part 121.201 (13 CFR § 121.201), for the following categories:

- Heavy Construction other than Building Construction;
- Building Construction, including General Contractors and Operative Builders;
- Special Trade Construction;
- Financial and Accounting Services;
- Architectural/Engineering and Surveying;
- Other Services including Legal Services;
- Commodities Wholesalers;
- Commodities Manufacturers; and
- Medical Services.

Note: The NAICS codes and size standards may be viewed on-line at http://www.sba.gov/size/Table-of-Small-Business-Size-Standards-from-final-rule.html

CRITERIA V - PRINCIPAL PLACE OF BUSINESS

Effective September 1, 1999, in accordance with the implementation of S.B. 178, businesses that do not have their primary headquarters in the State of Texas are not eligible for HUB certification. According to the Texas Government Code, Section 2161.001, a Historically Underutilized Business (HUB) is defined as an entity with its principal place of business in the State of Texas.
1. Payee Identification Number - Provide the taxpayer identification number assigned to you for the purpose of filing your business’ federal income tax returns. Also, check (one) the appropriate box that identifies the type of number you are providing.

   ____________________________________________________________________________________
   [ ] - Federal Employer’s Identification Number  [ ] - Texas Taxpayer Number  [ ] - Social Security Number*

   *Note: The Commission strongly encourages all business owners to obtain a Federal Employer’s Identification Number from the Internal Revenue Service or a Texas Taxpayer Number from the State of Texas Comptroller of Public Accounts, for use as their business taxpayer identification number (Payee Identification Number).

2. Business Name, Mailing Address and Physical Address Information - Include physical address, if different than mailing address.

   Business Name: _________________________________________________     City: _________________________________________________

   Mailing Address: ____________________________________________________________________________________________________
   City: _________________________________________________     State: __________      Zip: ___________     County: _________________________

   Physical Address: _____________________________________________________________________________________________________________
   City: _________________________________________________     State: __________      Zip: ___________     County: _________________________

3. Business Phone #: (__________) _____________________________     Business Fax #: (__________) _____________________________

4. Internet Web Page/ URL Address (if applicable):______________________________________________________________

5. E-Mail Address (if applicable):______________________________________________________________

6. Qualifying Business Structures and Required Documentation to Substantiate HUB Eligibility:

   a. Business Structure - Check the appropriate box that identifies your business structure.
      [ ] (S) - Sole Proprietorship  [ ] (T) - Corporation . . . . . . . . . . . . . . [Charter Number: ___________________________ ]
      [ ] (P) - Partnership  [ ] (L) - Limited Liability Company . . . [Filing Number: _____________________________ ]
      [ ] (J) - Joint Venture  [ ] (L) - Limited Liability Partnership . . . [Filing Number: _____________________________ ]

   b. Required Documentation to Substantiate HUB Eligibility - As part of the submission of your completed HUB certification application, you are required to submit copies of documentation to substantiate that your business meets the HUB eligibility criteria. Therefore, if your business structure is a Sole Proprietorship, reference page 5; Partnership, reference page 7; Corporation, reference page 9; Limited Liability Partnership, reference page 11; or Limited Liability Company, reference page 13.

7. Small Business - In accordance with Texas Govt. Code Section 2006.001, a “Small Business” is identified as a legal entity, including a sole proprietorship, partnership or corporation that is formed for the purpose of making a profit, and is independently owned and operated, and has fewer than 100 employees, or less than $1 million in annual gross receipts. Is your business entity designated as a Small Business? [ ] - Yes  [ ] - No

8. Reciprocity - In accordance with Texas Govt. Code Section 2252.001, a “Resident Bidder” refers to a person whose principal place of business is in the State of Texas, including a contractor whose ultimate parent company, or majority owner has its principal place of business in the State of Texas. Is your business entity a Texas Residence Bidder? [ ] - Yes  [ ] - No  If no, what state?

9. Ownership - Provide the name, title, Social Security Number (SSN) and percentage of ownership of all owners of the business. Identify each owner’s ethnicity and gender by using the following Ethnic Group Codes: Asian Pacific Americans - “AS”; Black Americans - “BL”; Hispanic Americans - “HI”; Native Americans - “AI”; and American Woman - “WO”; and the following Gender Codes: Female - “F” and Male - “M.” If an owner’s ethnicity does not meet any of the Ethnic Group Codes provided, enter “Other” as their ethnicity. Based upon a 40 hour workweek, indicate the number of hours each owner is present at the business physical address during the regularly established business hours, actively participating in the daily activities of the business operations. Finally, check the appropriate boxes to indicate whether or not each owner is a veteran, and if the Commission should recognize the individual(s) as an authorized signature when the Commission receives written requests to change or update the information pertaining to your business’ HUB certification file. In accordance with Texas Govt. Code Section 657.002, a “veteran” is defined as an individual who served in the army, navy, air force, marine corps, or coast guard of the United States or in auxiliary service of the previously stated branches of the armed forces.

<table>
<thead>
<tr>
<th>Name (First, Ml, Last)</th>
<th>Title</th>
<th>SSN</th>
<th>% of Ownership</th>
<th>Ethnicity / Gender</th>
<th># of Hours</th>
<th>Veteran</th>
<th>Authorized Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________________________________________________________________</td>
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</tr>
</tbody>
</table>
10. **Business Responsibilities** - Provide the name and title of the individual(s) ultimately responsible for business matters and decisions related to the functions identified below.

<table>
<thead>
<tr>
<th>Functions</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Negotiate and Sign Financial Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiate and Sign Bids/Proposals</td>
<td></td>
<td></td>
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<tr>
<td>Hiring and Firing of Management Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervision of Day-to-Day Operations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. **Gross Receipts and Employment Levels** - Beginning with the most recent year in which your business has filed a federal income tax return with the Internal Revenue Service (IRS), and going back three previous years (a total of four years), provide the gross receipts figures as they were reported to the IRS on your business' federal income tax returns. Also, provide the total number of employees that were reported at least once on your business' federal and state employer's quarterly reports for each of the respective tax filing reporting periods.

<table>
<thead>
<tr>
<th>Tax Filing Year</th>
<th>Gross Receipts</th>
<th># of Employees</th>
<th>Tax Filing Year</th>
<th>Gross Receipts</th>
<th># of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>$______________</td>
<td>_______________</td>
<td>(3)</td>
<td>$______________</td>
<td>_______________</td>
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<tr>
<td>(2)</td>
<td>$______________</td>
<td>_______________</td>
<td>(4)</td>
<td>$______________</td>
<td>_______________</td>
</tr>
</tbody>
</table>

12. **Business Category Description, Principal Line of Business Description**

   **a. Business Category Description** - Check the box (only one) that best identifies the services provided by your business and is the primary source or gross receipts for your business.

   [ ] (01) - Heavy Construction other than Building Construction  [ ] (06) - Other Services including Legal Services
   [ ] (02) - Building Construction, including General Contractors and Operative Builders  [ ] (07) - Commodities Wholesaler/Reseller
   [ ] (03) - Special Trade Construction  [ ] (08) - Commodities Manufacturer
   [ ] (04) - Financial and Accounting Services  [ ] (09) - Medical Services
   [ ] (05) - Architectural/Engineering and Surveying

   **b. Principal Line of Business** - Provide a brief description of the products and/or services provided by your business.

13. **Request for Invitation For Bid (IFB) and use of Highway Districts** - Referencing the National Institute of Governmental Purchasing (NIGP) Commodity Codes (available on the internet at http://www.tbpc.state.tx.us/com_book/), provide the CLASS AND ITEM CODE NUMBERS which represent the specific commodities and/or services your business wishes to provide when responding to IFBs. Also, referencing the Highway District Map (available on the internet at http://www.tbpc.state.tx.us/bid_districts.html), check the appropriate numbered box(es) representing the Highway Districts your business wishes to provide its commodities or services to when responding to IFBs. If you do not have access to the internet to view the NIGP Commodity Codes and Highway District Map, you may visit a Texas state agency's purchasing office, or contact a representative of the Commission's Bid Services department at (512) 463-3416, or in Texas call toll free (888) 863-5881. For additional space, attach a continuation sheet using the same format.

   **a. Class Number - Item Number(s)**

   [Example: Class # 450 - Item # 03, 04, 28, 25, 36, 58, 63, 90, 91, 99]

   **b. Highway Districts:**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
</tr>
</thead>
</table>

14. **Affidavit of Eligibility** - I/we agree to provide all materials and information necessary to identify and explain the operation of the above named business and hereby permit, if required, the audit and examination of its books, records, and files. I/we understand that any material misrepresentation of data for HUB Certification Registration may result in immediate removal from certification and state bid lists, and may void any contracts awarded. I/we, the undersigned, furthermore certify under penalty of law, that the above and foregoing information, including all requested documentation, is a full, true, and correct statement of the facts that substantiate the business' HUB eligibility. I/we understand that all information provided on this application, except for the Social Security Numbers and percentages of ownership information provided in Item 9, and the Gross Receipts and Employment Level information provided in Item 11, is open to public disclosure, and may be published in the Commission's HUB Directory. I/we also understand that a person/business entity who intentionally applies as a HUB for an award of purchasing or public works contract and who knowingly knowingly does not meet the definition of a HUB commits a felony of the third degree (Texas Government Code, Chapter 2161.231). If there are any changes regarding the information contained or incorporated in this application, I/we will notify the Commission within 30 days of such changes. I/we agree to faithfully abide by the purchasing laws and rules of the State of Texas now in effect and any subsequent revisions thereof.

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Printed Name of Majority HUB Owner(s) ________________________________________________________________

Signature of Majority HUB Owner(s) ________________________________________________________________

Subscribed and sworn to me the undersigned notary public on this __________ day of ______________________, year __________

Notary Public's Signature and Stamp/Seal ________________________________________________________________

Please allow 4 to 6 weeks for the Commission to review your application. Applications will be processed in the order they are received.

Questions or concerns regarding the services provided by the HUB Program, should be directed to the Commission's Customer Service Representative, at 1711 San Jacinto Blvd. P.O. Box 13047, Austin, TX 78711-3047, or you may call (512) 936-3000.
SOLE PROPRIETORSHIP - REQUIRED DOCUMENTATION TO SUBSTANTIATE HUB ELIGIBILITY FOR CERTIFICATION

All sole proprietorships are required to provide clear (legible) copies of the original documents listed below. Please read each item carefully. The documents identified with a “ detta may not be applicable, and if not, you will be required to respond accordingly, and return this checklist page with your application, if your business structure is a sole proprietorship. To assist us in expediting the review of your application and documents, have your documents sorted in the order listed below, and use only one item (i.e., binder clip, paper clip, rubber band, bulk staple) to bind your application and documents together.

If there has been a change in the ownership of the business, or in the managerial/operational control of the business, or in the companies' business structure (i.e., sole proprietorship to corporation), you are advised to contact a HUB Program representative at (512) 463-5872 [in Texas call toll free (888) 863-5881] to assist you in determining if you are required to provide documents other than those listed below. In accordance with the Commission's adopted HUB Rules, Section 111.17 (b), "If requested by the Commission, the applicant must provide any and all materials, and information necessary to demonstrate active participation in the control, operation, and management of the historically underutilized business." The Commission reserves the right to conduct an on-site HUB certification, and compliance review to assist in substantiating HUB eligibility prior to granting certification, re-certification, and during the tenure of a business' HUB certification. In accordance with House Bill 625, 75th Legislative Session (1997), codified at Texas Government Code Section 552.128 (a), all information submitted in conjunction with a HUB certification application is exempt from public disclosure.

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of U.S. citizenship and ethnicity for the eligible HUB owner.</td>
<td>Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate, or Immigration and Naturalization Service Form I-197, or Certificate of Naturalization, or *Tribal Registration Certificate recognized by the Bureau of Indian Affairs (*Applicable to Native Americans).</td>
</tr>
<tr>
<td>Official Photo Identification for the eligible HUB owner.</td>
<td>Official photo identification may be in the form of a valid State Driver License/ID, or Certificate of Naturalization, or *Tribal Registration ID Card recognized by the Bureau of Indian Affairs (*Applicable to Native Americans).</td>
</tr>
<tr>
<td>Proof of Texas Residency for the eligible HUB owner.</td>
<td>Proof of Texas residency may be in the form of a valid State of Texas Driver License/ID, or valid State of Texas Voter’s Registration Card, or a current State of Texas County Appraisal District’s Property (Homestead) Tax Statement.</td>
</tr>
<tr>
<td>Federal income tax return (i.e., Schedule C Form 1040, Pages 1 and 2)</td>
<td>If this firm is a New Business which has not filed a federal income tax return with the IRS, the eligible HUB owner is required to complete a Sole Proprietorship Affidavit of Ownership/Business Balance Sheet form (Page 6).</td>
</tr>
<tr>
<td>Employer's quarterly reports (i.e., Texas Workforce Commission’s Form C-3 and C-4)</td>
<td>Employer's quarterly reports (i.e., Texas Workforce Commission’s Form C-3 and C-4) filed for the 1st, 2nd, 3rd, and 4th quarters of the most recent year the business has filed a federal income tax return with the IRS. If not applicable, check this box.</td>
</tr>
<tr>
<td>Assumed Name Certificate of an Unincorporated Business, including amendments your business has recently filed with the County.</td>
<td>If not applicable, check this box.</td>
</tr>
<tr>
<td>Current bank signature card, or signed letter from the business’ banking institution identifying the 1) business name, 2) primary checking account number, and 3) all individuals who are recognized as authorized signatures on the account.</td>
<td>If not applicable, check this box.</td>
</tr>
<tr>
<td>Three canceled checks (front and back) that have cleared the business' primary checking account number within the last six months, and were signed by the eligible HUB owner.</td>
<td>If not applicable, check this box.</td>
</tr>
<tr>
<td>Current signed business loan agreements, and promissory notes.</td>
<td>If not applicable, check this box.</td>
</tr>
<tr>
<td>Current State of Texas Sales and Use Tax Permit, including amendments, that have been issued to your business.</td>
<td>If not applicable, check this box.</td>
</tr>
<tr>
<td>Current professional licenses and permits, including amendments and renewals that have been issued to your business.</td>
<td>If not applicable, check this box.</td>
</tr>
<tr>
<td>Current signed business site lease agreement, including amendments and renewals. Note: If you are the owner of the property on which the business operates, and no formal written lease agreement is in effect, you are required to provide a copy of the most current County tax appraisal statement for the property.</td>
<td>If not applicable, check this box.</td>
</tr>
</tbody>
</table>
State of ____________________________  
County of ___________________________

**Sole Proprietorship Affidavit of Ownership/Business Balance Sheet**

Note: Each eligible owner of the new business is required to complete an affidavit.

On this day personally appeared __________________________, who, after being by me duly sworn, upon his/her oath stated as follows:

"My name is __________________________. I am over eighteen years of age, and I am fully authorized and competent to make this affidavit. I have personal knowledge of all statements made in this affidavit, and all such statements are true, complete and correct."

"I am the owner of the sole proprietorship known as __________________________________ ('Business') located at ____________________________________________. The Business was started on ____________________, ______, and I became the sole owner on ____________________, ______. I actively participate ______ hours per week in the daily activities of the business operations during the regularly established business hours."

"The Business was created for the purpose of making a profit, and it is 100 percent owned, operated and controlled by the undersigned owner. No other person or entity has a beneficial ownership interest, directly or indirectly, in the Business, and neither I nor anyone on my behalf has signed any power of attorney, or other assignment or authorization with respect to my ownership."

"In considering whether or not I have experienced the effects of being socially and economically disadvantaged, I attest; 1) I have held myself out to be a member of the qualifying group; 2) I have participated in community affairs as a member of the group; and 3) I am recognized by the population at large as being a member of the qualifying group."

"Additionally, on behalf of the business stated above, I attest that a federal income tax return has not been filed with the Internal Revenue Service for the business, and the following balance sheet correctly reflects the current assets, liabilities and equity of the business."

<table>
<thead>
<tr>
<th>BUSINESS ASSETS (whole dollar)</th>
<th>BUSINESS LIABILITIES (whole dollar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand in Banks</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Savings Accounts</td>
<td>Notes Payable to Banks and Others</td>
</tr>
<tr>
<td>Total Assets</td>
<td>Total Liabilities</td>
</tr>
</tbody>
</table>

Net Worth (Total Assets Minus Total Liabilities) $ ____________

"Furthermore, in conjunction with submitting the HUB Certification Application, and this Affidavit, I agree to provide the Commission with a copy of the business’ most current federal income tax return filed with the IRS, upon the Commission’s request (i.e., HUB re-certification, HUB compliance review)."

"I certify as evidence of my signature below, I have read and understand all statements contained here within, and that all information I have provided is true and correct."

________________________________________________  _________________________________________________  
HUB Owner's Printed Name      HUB Owner's Signature

Subscribed and sworn to before me, the undersigned notary public, on this ________ day of __________________, year ________.

________________________________________________  _________________________________________________  
Notary Public’s Signature      My Commission Expires (Notary Seal/Stamp)

Important: It is a third degree felony if a person intentionally applies as a historically underutilized business for an award of a purchasing contract or public works contract and knows the person does not meet the definition of a historically underutilized business. See Tex. Govt. Code Ann. Section 2161.231.  
03/02
PARTNERSHIP - REQUIRED DOCUMENTATION TO SUBSTANTIATE HUB ELIGIBILITY FOR CERTIFICATION

All partnerships are required to provide clear (legible) copies of the original documents listed below. Please read each item carefully. The documents identified with a “*” may not be applicable, and if not, you will be required to respond accordingly, and return this checklist page with your application, if your business structure is a partnership. To assist us in expediting the review of your application and documents, have your documents sorted in the order listed below, and use only one item (i.e., binder clip, paper clip, rubber band, bulk staple) to bind your application and documents together.

If there has been a change in the ownership of the business, or in the managerial/operational control of the business, or in the companies’ business structure (i.e., sole proprietorship to corporation), you are advised to contact a HUB Program representative at (512) 463-5872 [in Texas call toll free (888) 863-5881] to assist you in determining if you are required to provide documents other than those listed below. In accordance with the Commission’s adopted HUB Rules, Section 111.17 (b), “If requested by the Commission, the applicant must provide any and all materials, and information necessary to demonstrate active participation in the control, operation, and management of the historically underutilized business.” The Commission reserves the right to conduct an on-site HUB certification, and compliance review to assist in substantiating HUB eligibility prior to granting certification, re-certification, and during the tenure of a business’ HUB certification. In accordance with House Bill 625, 75th Legislative Session (1997), codified at Texas Government Code Section 552.128 (a), all information submitted in conjunction with a HUB certification application is exempt from public disclosure.

- **Proof of U.S. citizenship and ethnicity for all eligible HUB owners.** Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate, or Immigration and Naturalization Service Form I-197, or Certificate of Naturalization, or *Tribal Registration Certificate recognized by the Bureau of Indian Affairs* (*Applicable to Native Americans).*

- **Official Photo Identification for all eligible HUB owners.** Official photo identification may be in the form of a valid State Driver License/ID, or Certificate of Naturalization, or *Tribal Registration ID Card recognized by the Bureau of Indian Affairs* (*Applicable to Native Americans).*

- **Proof of Texas Residency for all eligible HUB owners.** Proof of Texas residency may be in the form of a valid State of Texas Driver License/ID, or valid State of Texas Voter’s Registration Card, or a current State of Texas County Appraisal District’s Property (Homestead) Tax Statement.

- **Federal income tax return (i.e., Form 1065, including all Schedules) most recently filed with the Internal Revenue Service (IRS) for the business.** If this firm is a New Business which has not filed a federal income tax return with the IRS, all eligible HUB owners are required to complete a Partnership Affidavit of Ownership/Business Balance Sheet form (Page 8).

- ✤ Employer’s quarterly reports (i.e., Texas Workforce Commission’s Form C-3 and C-4) filed for the 1st, 2nd, 3rd, and 4th quarters of the most recent year the business has filed a federal income tax return with the IRS. **If not applicable, check this box.**

- **Assumed Name Certificate of an Unincorporated Business, including amendments your business has recently filed with the County.**

- **Current partnership agreement, including amendments.** Note: The partnership agreement, including amendments are required to be signed by all partners, and identify the general/managing partners, limited partners, voting rights, profit and loss sharing agreements, buy-out-rights, and proof of capital invested.

- **Proof of purchase of ownership interest.** Proof of purchase may be in the form of a bill of sale for assets of a business, sale and issuance of ownership interest for assets of a business, sale and issuance of ownership interest for services, or labor rendered.

- **Current bank signature card, or signed letter from the business’ banking institution identifying the 1) business name, 2) primary checking account number, and 3) all individuals who are recognized as authorized signatures on the account.**

- Three canceled checks (front and back) that have cleared the business’ primary checking account number within the last six months, and were signed by the eligible HUB owner(s).

- ✤ Current signed business loan agreements, and promissory notes. **If not applicable, check this box.**

- ✤ Current State of Texas Sales and Use Tax Permit, including amendments, that have been issued to your business. **If not applicable, check this box.**

- ✤ Current professional licenses and permits, including amendments and renewals that have been issued to your business. **If not applicable, check this box.**

- **Current signed business site lease agreement, including amendments and renewals.** Note: If you are the owner of the property on which the business operates, and no formal written lease agreement is in effect, you are required to provide a copy of the most current County tax appraisal statement for the property.

03/02 (ICR)
State of ____________________________  
County of ___________________________

**Partnership Affidavit of Ownership/Business Balance Sheet**

Note: Each eligible owner of the new business is required to complete an affidavit.

On this day personally appeared __________________________, who, after being by me duly sworn, upon his/her oath stated as follows:

"My name is ______________________. I am over eighteen years of age, and I am fully authorized and competent to make this affidavit. I have personal knowledge of all statements made in this affidavit, and all such statements are true, complete and correct."

"I am a partner in the partnership known as ____________________________ ('Partnership'). The Partnership was formed on ____________________, ______. At all times since ____________________, ______, I have been a (general/limited) partner of the Partnership. My interest in the Partnership entitles me to a _____% vote on all matters requiring a vote of the Partnership. As a partner in the Partnership, I am allocated _____% of the profits and _____% of the losses. I actively participate ______ hours per week in the daily activities of the business operations during the regularly established business hours."

"This Partnership was created for the purpose of making a profit, and I actively participate in the control, operation and management of the Partnership's affairs. No other person or entity has a beneficial ownership interest, directly or indirectly, in my interest in the Partnership, and neither I nor anyone on my behalf has signed any power of attorney, or other assignment or authorization with respect to my interest in the Partnership."

"In considering whether or not I have experienced, the effects of being socially and economically disadvantaged, I attest; 1) I have held myself out to be a member of the qualifying group; 2) I have participated in community affairs as a member of the group; and 3) I am recognized by the population at large as being a member of the qualifying group."

"Additionally, on behalf of the business stated above, I attest that a federal income tax return has not been filed with the Internal Revenue Service for the business, and the following balance sheet correctly reflects the current assets, liabilities and equity of the business."

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</table>

Net Worth (Total Assets Minus Total Liabilities) $__________________

"Furthermore, in conjunction with submitting the HUB Certification Application, and this Affidavit, I agree to provide the Commission with a copy of the business’ most current federal income tax return filed with the IRS, upon the Commission’s request (i.e., HUB re-certification, HUB compliance review)."

"I certify as evidence of my signature below, I have read and understand all statements contained here within, and that all information I have provided is true and correct."

________________________________________________  _________________________________________________  
HUB Owner's Printed Name          HUB Owner's Signature

Subscribed and sworn to before me, the undersigned notary public, on this ______ day of ____________________, year ________.

________________________________________________  _________________________________________________  
Notary Public’s Signature          My Commission Expires (Notary Seal/Stamp)

Important: It is a third degree felony if a person intentionally applies as a historically underutilized business for an award of a purchasing contract or public works contract and knows the person does not meet the definition of a historically underutilized business. See Tex. Govt. Code Ann. Section 2161.231. 

03/02
CORPORATION - REQUIRED DOCUMENTATION TO SUBSTANTIATE HUB ELIGIBILITY FOR CERTIFICATION

All corporations are required to provide clear (legible) copies of the original documents listed below. Please read each item carefully. The documents identified with a "*" may not be applicable, and if not, you will be required to respond accordingly, and return this checklist page with your application, if your business structure is a corporation. To assist us in expediting the review of your application and documents, have your documents sorted in the order listed below, and use only one item (i.e., binder clip, paper clip, rubber band, bulk staple) to bind your application and documents together.

If there has been a change in the ownership of the business, or in the managerial/operational control of the business, or in the companies’ business structure (i.e., sole proprietorship to corporation), you are advised to contact a HUB Program representative at (512) 463-5872 [in Texas call toll free (888) 863-5881] to assist you in determining if you are required to provide documents other than those listed below. In accordance with the Commission's adopted HUB Rules, Section 111.17 (b), "If requested by the Commission, the applicant must provide any and all materials, and information necessary to demonstrate active participation in the control, operation, and management of the historically underutilized business.” The Commission reserves the right to conduct an on-site HUB certification, and compliance review to assist us in substantiating HUB eligibility prior to granting certification, re-certification, and during the tenure of a business’ HUB certification. In accordance with House Bill 625, 75th Legislative Session (1997), codified at Texas Government Code Section 552.128 (a), all information submitted in conjunction with a HUB certification application is exempt from public disclosure.

- Proof of U.S. citizenship and ethnicity for all eligible HUB owners. Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate, or Immigration and Naturalization Service Form I-197, or Certificate of Naturalization, or *Tribal Registration Certificate recognized by the Bureau of Indian Affairs (*Applicable to Native Americans).

- Official Photo Identification for all eligible HUB owners. Official photo identification may be in the form of a valid State Driver License/ID, or Certificate of Naturalization, or *Tribal Registration ID Card recognized by the Bureau of Indian Affairs (*Applicable to Native Americans).

- Proof of Texas Residency for all eligible HUB owners. Proof of Texas residency may be in the form of a valid State of Texas Driver License/ID, or valid State of Texas Voter’s Registration Card, or a current State of Texas County Appraisal District’s Property (Homestead) Tax Statement.

- Federal income tax return (i.e., Form 1120,1120A, or 1120S, including all Schedules) most recently filed with the Internal Revenue Service (IRS) for the business. If this firm is a New Business which has not filed a federal income tax return with the IRS, all eligible HUB owners are required to complete a Corporation Affidavit of Ownership/Business Balance Sheet form (Page 10).

- Employer's quarterly reports (i.e., Texas Workforce Commission’s Form C-3 and C-4) filed for the 1st, 2nd, 3rd, and 4th quarters of the most recent year the business has filed a federal income tax return with the IRS. If not applicable, check this box.

- All Articles of Incorporation, including amendments filed with the Secretary of State.

- All Certificates of Incorporation, including amendment issued to the business from the Secretary of State.

- All stock certificates currently issued to all owners.


- Proof of purchase of stock. Proof of purchase of stock may be in the form of a bill of sale for assets of a business, sale and issuance of capital stock for assets of a business, sale and issuance of capital stock for services, or labor rendered.

- Signed minutes of the Board of Directors organizational/initial meeting, and the Shareholders organizational/initial meeting.

- Signed minutes of all the Board of Directors meetings, and all the Shareholders meetings held within the last twelve months. The minutes must identify the individuals currently serving on the Board of Directors and serving as the corporate officers.

- Signed Corporate Bylaws, including all amendments.

- Signed Shareholders Agreement, including all amendments. If not applicable, check this box.

- Current bank signature card, or signed letter from the business’ banking institution identifying the 1) business name, 2) primary checking account number, and 3) all individuals who are recognized as authorized signatures on the account.

- Three canceled checks (front and back) that have cleared the business’ primary checking account number within the last six months, and were signed by the eligible HUB owner(s).

- Current signed business loan agreements, and promissory notes. If not applicable, check this box.

- Current State of Texas Sales and Use Tax Permit, including amendments, that have been issued to your business. If not applicable, check this box.

- Current professional licenses and permits, including amendments and renewals that have been issued to your business. If not applicable, check this box.

- Current signed business site lease agreement, including amendments and renewals. Note: If you are the owner of the property on which the business operates, and no formal written lease agreement is in effect, you are required to provide a copy of the most current County tax appraisal statement for the property.
State of ____________________________  
County of ___________________________

Corporation Affidavit of Ownership/Business Balance Sheet

Note: Each eligible owner of the new business is required to complete an affidavit.

On this day personally appeared __________________________, who, after being by me duly sworn, upon his/her oath stated as follows:

"My name is ___________________________. I am over eighteen years of age, and I am fully authorized and competent to make this affidavit. I have personal knowledge of all statements made in this affidavit, and all such statements are true, complete and correct."

"I am a shareholder in the corporation known as ______________________________________________ ('Corporation'). The Corporation was incorporated on ____________________, ______, and my ownership began on ____________________, ______. I own _____% of the Corporation, consisting of ____________ shares of stock or other equitable securities. I actively participate ______ hours per week in the daily activities of the business operations during the regularly established business hours."

"This business was created for the purpose of making a profit, and I actively participate in the control, operation and management of the Corporation's affairs. No other person or entity has a beneficial ownership interest, directly or indirectly, in my ownership interest in the Corporation, and neither I nor anyone on my behalf has signed any power of attorney, any stock power, any proxy, any voting agreement, or any assignment or authorization with respect to my ownership interest."

"Attached to this affidavit are true, complete and current copies of all the stock certificates issued to me for my ____________ shares of stock and a copy of the share ledger for the Corporation which is evidence that these shares represent _____% of the total of the Corporation's shares or other equitable securities issued and outstanding. All such issued and outstanding shares have been duly authorized and validly issued, and the purchase price for them has been fully paid."

"In considering whether or not I have experienced the effects of being socially and economically disadvantaged, I attest: 1) I have held myself out to be a member of the qualifying group; 2) I have participated in community affairs as a member of the group; and 3) I am recognized by the population at large as being a member of the qualifying group."

"Additionally, on behalf of the business stated above, I attest that a federal income tax return has not been filed with the Internal Revenue Service for the business, and the following balance sheet correctly reflects the current assets, liabilities and equity of the business."

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Net Worth (Total Assets Minus Total Liabilities) $__________________

"Furthermore, in conjunction with submitting the HUB Certification Application, and this Affidavit, I agree to provide the Commission with a copy of the business' most current federal income tax return filed with the IRS, upon the Commission's request (i.e., HUB re-certification, HUB compliance review)."

"I certify as evidence of my signature below, I have read and understand all statements contained here within, and that all information I have provided is true and correct."

_____________________________  ________________________________
HUB Owner's Printed Name      HUB Owner's Signature

Subscribed and sworn to before me, the undersigned notary public, on this ______ day of ______________, year ________.

_____________________________  My Commission Expires (Notary Seal/Stamp)
Notary Public's Signature      

Important: It is a third degree felony if a person intentionally applies as a historically underutilized business for an award of a purchasing contract or public works contract and knows the person does not meet the definition of a historically underutilized business. See Tex. Govt. Code Ann. Section 2161.231.
03/02
LIMITED LIABILITY PARTNERSHIP - REQUIRED DOCUMENTATION TO SUBSTANTIATE HUB ELIGIBILITY FOR CERTIFICATION

All limited liability partnerships are required to provide clear (legible) copies of the original documents listed below. Please read each item carefully. The documents identified with a “*” may not be applicable, and if not, you will be required to respond accordingly, and return this checklist page with your application, if your business structure is a limited liability partnership. To assist us in expediting the review of your application and documents, have your documents sorted in the order listed below, and use only one item (i.e., binder clip, paper clip, rubber band, bulk staple) to bind your application and documents together.

If there has been a change in the ownership of the business, or in the managerial/operational control of the business, or in the companies’ business structure (i.e., sole proprietorship to corporation), you are advised to contact a HUB Program representative at (512) 463-5872 [in Texas call toll free (888) 863-5881] to assist you in determining if you are required to provide documents other than those listed below. In accordance with the Commission’s adopted HUB Rules, Section 111.17 (b), “If requested by the Commission, the applicant must provide any and all materials, and information necessary to demonstrate active participation in the control, operation, and management of the historically underutilized business.” The Commission reserves the right to conduct an on-site HUB certification, and compliance review to assist in substantiating HUB eligibility prior to granting certification, re-certification, and during the tenure of a business’ HUB certification. In accordance with House Bill 625, 75th Legislative Session (1997), codified at Texas Government Code Section 552.128 (a), all information submitted in conjunction with a HUB certification application is exempt from public disclosure.

- Proof of U.S. citizenship and ethnicity for all eligible HUB owners. Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate, or Immigration and Naturalization Service Form I-197, or Certificate of Naturalization, or *Tribal Registration Certificate recognized by the Bureau of Indian Affairs (*Applicable to Native Americans).
- Official Photo Identification for all eligible HUB owners. Official photo identification may be in the form of a valid State Driver License/ID, or Certificate of Naturalization, or *Tribal Registration ID Card recognized by the Bureau of Indian Affairs (*Applicable to Native Americans).
- Proof of Texas Residency for all eligible HUB owners. Proof of Texas residency may be in the form of a valid State of Texas Driver License/ID, or valid State of Texas Voter’s Registration Card, or a current State of Texas County Appraisal District’s Property (Homestead) Tax Statement.
- Federal income tax return (i.e., Form 1065, including all Schedules) most recently filed with the Internal Revenue Service (IRS) for the business. If this firm is a New Business which has not filed a federal income tax return with the IRS, all eligible HUB owners are required to complete a Limited Liability Partnership Affidavit of Ownership/Business Balance Sheet form (Page 12).
- Employer’s quarterly reports (i.e., Texas Workforce Commission’s Form C-3 and C-4) filed for the 1st, 2nd, 3rd, and 4th quarters of the most recent year the business has filed a federal income tax return with the IRS. If not applicable, check this box.
- All Articles of Organization, including amendments filed with the Secretary of State.
- All Certificates of Organization, including amendments issued to the business from the Secretary of State.
- Current partnership agreement, including amendments. Note: The partnership agreement, including amendments are required to be signed by all partners, and identify the general/managing partners, limited partners, voting rights, profit and loss sharing agreements, buy-out-rights, and proof of capital invested.
- Proof of purchase of ownership interest. Proof of purchase may be in the form of a bill of sale for assets of a business, sale and issuance of ownership interest for assets of a business, sale and issuance of ownership interest for services, or labor rendered.
- Current bank signature card, or signed letter from the business’ banking institution identifying the 1) business name, 2) primary checking account number, and 3) all individuals who are recognized as authorized signatures on the account.
- Three canceled checks (front and back) that have cleared the business’ primary checking account number within the last six months, and were signed by the eligible HUB owner(s).
- Current signed business loan agreements, and promissory notes. If not applicable, check this box.
- Current State of Texas Sales and Use Tax Permit, including amendments, that have been issued to your business. If not applicable, check this box.
- Current professional licenses and permits, including amendments and renewals that have been issued to your business. If not applicable, check this box.
- Current signed business site lease agreement, including amendments and renewals. Note: If you are the owner of the property on which the business operates, and no formal written lease agreement is in effect, you are required to provide a copy of the most current County tax appraisal statement for the property.

03/02 (ICR)
State of ____________________________
County of __________________________

**Limited Liability Partnership Affidavit of Ownership/Business Balance Sheet**

Note: Each eligible owner of the new business is required to complete an affidavit.

On this day personally appeared __________________________, who, after being by me duly sworn, upon his/her oath stated as follows:

"My name is ______________________. I am over eighteen years of age, and I am fully authorized and competent to make this affidavit. I have personal knowledge of all statements made in this affidavit, and all such statements are true, complete and correct."

"I am a partner in the limited liability partnership known as ________________________________________ ('Partnership'). The Partnership was formed on ____________________, ______, and my ownership began on ____________________, and I actively participate ______ hours per week in the daily activities of the business operations during the regularly established business hours."

"My percentage of ownership of capital in the Partnership is ______%; my percentage of profit sharing is ______%; and my percentage of loss sharing is ______%."

"This Partnership was created for the purpose of making a profit, and I actively participate in the control, operation and management of the Partnership's affairs. No other person or entity has a beneficial ownership interest, directly or indirectly, in my ownership interest in the Partnership, and neither I nor anyone on my behalf has signed any power of attorney, or other assignment or authorization with respect to my ownership in the Partnership."

"Attached to this affidavit is a true, complete and current copy of the Partnership Agreement, accurately stating my ownership interest or current copies of all outstanding certificates issued to me for my ______% membership interest in the Partnership as stated above. If no certificates are attached, the Partnership does not issue certificates."

"In considering whether or not I have experienced, the effects of being socially and economically disadvantaged, I attest; 1) I have held myself out to be a member of the qualifying group; 2) I have participated in community affairs as a member of the group; and 3) I am recognized by the population at large as being a member of the qualifying group."

"Additionally, on behalf of the business stated above, I attest that a federal income tax return has not been filed with the Internal Revenue Service for the business, and the following balance sheet correctly reflects the current assets, liabilities and equity of the business."

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<td>Net Worth (Total Assets Minus Total Liabilities) $_________</td>
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"Furthermore, in conjunction with submitting the HUB Certification Application, and this Affidavit, I agree to provide the Commission with a copy of the business' most current federal income tax return filed with the IRS, upon the Commission's request (i.e., HUB re-certification, HUB compliance review)."

"I certify as evidence of my signature below, I have read and understand all statements contained here within, and that all information I have provided is true and correct."

______________________________   _______________________________
HUB Owner's Printed Name      HUB Owner's Signature

Subscribed and sworn to before me, the undersigned notary public, on this _____ day of ____________________, year ________.

______________________________   _______________________________
Notary Public's Signature      My Commission Expires (Notary Seal/Stamp)

Important: It is a third degree felony if a person intentionally applies as a historically underutilized business for an award of a purchasing contract or public works contract and knows the person does not meet the definition of a historically underutilized business. See Tex. Govt. Code Ann. Section 2161.231.

03/02
LIMITED LIABILITY COMPANY - REQUIRED DOCUMENTATION TO SUBSTANTIATE HUB ELIGIBILITY FOR CERTIFICATION

All limited liability companies are required to provide clear (legible) copies of the original documents listed below. Please read each item carefully. The documents identified with a "*" may not be applicable, and if not, you will be required to respond accordingly, and return this checklist page with your application. If your business structure is a limited liability company. To assist us in expediting the review of your application and documents, have your documents sorted in the order listed below, and use only one item (i.e., binder clip, paper clip, rubber band, bulk staple) to bind your application and documents together.

If there has been a change in the ownership of the business, or in the managerial/operational control of the business, or in the companies’ business structure (i.e., sole proprietorship to corporation), you are advised to contact a HUB Program representative at (512) 463-5872 [in Texas call toll free (888) 863-5881] to assist you in determining if you are required to provide documents other than those listed below. In accordance with the Commission’s adopted HUB Rules, Section 111.17 (b), "If requested by the Commission, the applicant must provide any and all materials, and information necessary to demonstrate active participation in the control, operation, and management of the historically underutilized business." The Commission reserves the right to conduct an on-site HUB certification, and compliance review to assist in substantiating HUB eligibility prior to granting certification, re-certification, and during the tenure of a business’ HUB certification. In accordance with House Bill 625, 75th Legislative Session (1997), codified at Texas Government Code Section 552.128 (a), all information submitted in conjunction with a HUB certification application is exempt from public disclosure.

- Proof of U.S. citizenship and ethnicity for all eligible HUB owners. Proof of U.S. citizenship and ethnicity may be in the form of a birth certificate, or Immigration and Naturalization Service Form I-197, or Certificate of Naturalization, or *Tribal Registration Certificate recognized by the Bureau of Indian Affairs (*Applicable to Native Americans).
- Official Photo Identification for all eligible HUB owners. Official photo identification may be in the form of a valid State Driver License/ID, or Certificate of Naturalization, or *Tribal Registration ID Card recognized by the Bureau of Indian Affairs (*Applicable to Native Americans).
- Proof of Texas Residency for all eligible HUB owners. Proof of Texas residency may be in the form of a valid State of Texas Driver License/ID, or valid State of Texas Voter’s Registration Card, or a current State of Texas County Appraisal District’s Property (Homestead) Tax Statement.
- Federal income tax return (i.e., Form 1120, 1120A, or 1120S, including all Schedules) most recently filed with the Internal Revenue Service (IRS) for the business. If this firm is a New Business which has not filed a federal income tax return with the IRS, all eligible HUB owners are required to complete a Limited Liability Company Affidavit of Ownership/Business Balance Sheet form (Page 14).
- Employer's quarterly reports (i.e., Texas Workforce Commission's Form C-3 and C-4) filed for the 1st, 2nd, 3rd, and 4th quarters of the most recent year the business has filed a federal income tax return with the IRS. If not applicable, check this box.
- All Articles of Organization, including amendments filed with the Secretary of State.
- All Certificates of Organization, including amendments issued to the business from the Secretary of State.
- All membership (stock) interest certificates currently issued to all owners. If not applicable, check this box.
- Current Membership (Stock) Interest Issuance/Transfer Ledger [sample document available on the Internet at http://www.tbpc.state.tx.us/hubbid/forms/haa.7pdf]. Please note that this item is required regardless whether or not the company has issued certificates.
- Proof of purchase of membership (stock) interest. Proof of purchase of may be in the form of a bill of sale for assets of a business, sale and issuance of membership (stock) interest the assets of a business, sale and issuance of membership (stock) interest for services, or labor rendered.
- Signed minutes of the Board of Directors (Managers) organizational/initial meeting, and the Members (Shareholders) organizational/initial meeting.
- Signed minutes of all the Board of Directors (Managers) meetings, and all the Members (Shareholders) meetings held within the last twelve months. The minutes must identify the individuals currently serving on the Board of Directors (as Managers) and serving as officers of the company.
- Signed Company Regulations, including all amendments.
- Signed Membership (Shareholders) Agreement, including all amendments. If not applicable, check this box.
- Current bank signature card, or signed letter from the business’ banking institution identifying the 1) business name, 2) primary checking account number, and 3) all individuals who are recognized as authorized signatures on the account.
- Three canceled checks (front and back) that have cleared the business’ primary checking account number within the last six months, and were signed by the eligible HUB owner(s).
- Current signed business loan agreements, and promissory notes. If not applicable, check this box.
- Current State of Texas Sales and Use Tax Permit, including amendments, that have been issued to your business. If not applicable, check this box.
- Current professional licenses and permits, including amendments and renewals that have been issued to your business. If not applicable, check this box.
- Current signed business site lease agreement, including amendments and renewals. Note: If you are the owner of the property on which the business operates, and no formal written lease agreement is in effect, you are required to provide a copy of the most current County tax appraisal statement for the property.

03/02 (ICR)
State of ______________________________
County of ___________________________

Limited Liability Company Affidavit of Ownership/Business Balance Sheet

Note: Each eligible owner of the new business is required to complete an affidavit.

On this day personally appeared __________________________, who, after being by me duly sworn, upon his/her oath stated as follows:

"My name is ______________________. I am over eighteen years of age, and I am fully authorized and competent to make this affidavit. I have personal knowledge of all statements made in this affidavit, and all such statements are true, complete and correct."

"I am a member of the limited liability company known as ________________________________ ('Company'). The certificate of organization for the Company was issued on __________________, ______, and my ownership began on __________________, ______. I own _____% of the Company and I actively participate _____ hours per week in the daily activities of the business operations during the regularly established business hours."

"This business was created for the purpose of making a profit, and I actively participate in the control, operation and management of the Company's affairs. No other person or entity has a beneficial ownership interest, directly or indirectly, in my interest in the Company, and neither I nor anyone on my behalf has signed any power of attorney, any proxy, any voting agreement, or other assignment or authorization with respect to my interest in the Company."

"Attached to this affidavit are true, complete and current copies of all outstanding certificates issued to me for my _____% membership interest in the Company or, if no certificates are attached, the Company does not issue certificates. Also attached is a copy of the membership ledger or Regulations for the Company which are evidence of my _____% membership interest."

"In considering whether or not I have experienced, the effects of being socially and economically disadvantaged, I attest; 1) I have held myself out to be a member of the qualifying group; 2) I have participated in community affairs as a member of the group; and 3) I am recognized by the population at large as being a member of the qualifying group."

"Additionally, on behalf of the business stated above, I attest that a federal income tax return has not been filed with the Internal Revenue Service for the business, and the following balance sheet correctly reflects the current assets, liabilities and equity of the business."

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Net Worth (Total Assets Minus Total Liabilities) $__________________

"Furthermore, in conjunction with submitting the HUB Certification Application, Section II, and this Affidavit, I agree to provide the Commission with a copy of the business' most current federal income tax return filed with the IRS, upon the Commission’s request (i.e., HUB re-certification, HUB compliance review)."

"I certify as evidence of my signature below, I have read and understand all statements contained here within, and that all information I have provided is true and correct."

________________________________________________  _________________________________________________
HUB Owner's Printed Name      HUB Owner's Signature

Subscribed and sworn to before me, the undersigned notary public, on this _____ day of __________________, year ________.

________________________________________________
Notary Public's Signature

My Commission Expires (Notary Seal/Stamp)

Important: It is a third degree felony if a person intentionally applies as a historically underutilized business for an award of a purchasing contract or public works contract and knows the person does not meet the definition of a historically underutilized business. See Tex. Govt. Code Ann. Section 2161.231.

03/02
**I. Centralized Master Bidders List (CMBL) Registration**

If your company is not already registered on the State of Texas CMBL, you are encouraged to consider registering online at [https://basec.sicom.net/register/](https://basec.sicom.net/register/). Texas state agencies, and institutions of higher education (universities) are required to utilize the CMBL to identify business to solicit their procurement opportunities when purchasing goods, and services. The CMBL is equivalent to the Yellow Pages, which others can access and research when purchasing goods and services. To inquire about CMBL registration, please contact a representative of the Commission’s Bid Services department at (512) 463-3416, or in Texas call toll free (888) 863-5881.

**II. Ensure that the information you have provided to the Commission regarding your Historically Underutilized Business (HUB) certification, and CMBL registration (if applicable) is current.** Outdated information such as phone numbers, or fax numbers could make all the difference in having an opportunity to do business with the State of Texas.

**III. Market your business.** Marketing your business to various entities is one of your strongest attributes. Utilize your company’s stationary, business cards, logos, to get the word out about your business’ qualifications (i.e., CMBL statewide bidder, HUB Certification, QISV) with the State of Texas. Attend Economic Opportunity Forums (EOFs) to network, and build a clientele relationship with State agency purchasers and HUB Coordinators. A list of State agencies and HUB Coordinators may be viewed on Commission’s web-site at [http://www.tbpc.state.tx.us/misc/index.html](http://www.tbpc.state.tx.us/misc/index.html), and [http://www.tbpc.state.tx.us/hubbid/eof/agycoordr.html](http://www.tbpc.state.tx.us/hubbid/eof/agycoordr.html).

**IV. Familiarize yourself with the purchasing needs of the various state agencies and cooperative purchasing members.** A copy of the HUB Report may be viewed on the Commission’s web-site at [http://www.tbpc.state.tx.us/hubbid/hub_report/index.html](http://www.tbpc.state.tx.us/hubbid/hub_report/index.html).

**V. Upon receiving bids, read each document thoroughly.** Contact the agency in writing (or electronically via their web site), and request the bid tabulations of previously awarded bid. Be sure that your bids are submitted before the specified closing date and time. Failure to do so could result in your bids being rejected. Follow up on your bids; contact the agency and request the bid results (i.e., who won the award, prices, competitors). Save this information, as it may assist you with your pricing on future bid opportunities.

**VI. Maintain a good reputation for the goods and services you provide.** Not only does competitive pricing count but your performance, and reliability in the delivery of your goods and services is equally important.

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**TBPC WEB-SITE ADDRESSES AND PHONE NUMBERS**

**Vendor Information Section**

(TBPC’s main Web-Page: [http://www.tbpc.state.tx.us/](http://www.tbpc.state.tx.us/))

I. Applications for Downloading

- **HUB Certification Application (PDF Format)** - [http://www.tbpc.state.tx.us/hubbid/bidsrvs.html](http://www.tbpc.state.tx.us/hubbid/bidsrvs.html)
- **QISV** - [http://www.tbpc.state.tx.us/stpurch/qisvappb.html](http://www.tbpc.state.tx.us/stpurch/qisvappb.html) and
- **Surplus Sales Application (PDF Format)** - [http://www.tbpc.state.tx.us/hubbid/bidsrvs.html](http://www.tbpc.state.tx.us/hubbid/bidsrvs.html)

II. Commodity Code Book (Listing of Class and Item Codes needed to complete the CMBL/HUB Certification Application and the QISV Application.)


III. How to Information - [http://www.tbpc.state.tx.us/hubbid/vendhow2.html](http://www.tbpc.state.tx.us/hubbid/vendhow2.html)

**Procurement Section**

I. How the State Procures Commodities and Services - [http://www.tbpc.state.tx.us/stpurch/howtxbuy.html](http://www.tbpc.state.tx.us/stpurch/howtxbuy.html)


III. Bid Tabulations and Award Information - [http://www.tbpc.state.tx.us/procinfo.html](http://www.tbpc.state.tx.us/procinfo.html)

IV. Term Contract (List of Current TBPC Term Contracts) - [http://www.tbpc.state.tx.us/cat_page](http://www.tbpc.state.tx.us/cat_page)

V. Term Contract Recycled Commodities - [http://www.tbpc.state.tx.us/env_vendor](http://www.tbpc.state.tx.us/env_vendor)


VIII. State Agency and University List - [http://www.tbpc.state.tx.us/misc/](http://www.tbpc.state.tx.us/misc/)

IX. Search CMBL for Vendors - [http://www.tbpc.state.tx.us/cmbl/index.html](http://www.tbpc.state.tx.us/cmbl/index.html)

X. Texas Marketplace (Bid opportunities over $25,000 by state agencies.) - [http://www.marketplace.state.tx.us/](http://www.marketplace.state.tx.us/)

**Helpful TBPC Phone Numbers**

- **HUB Certification Registration** - (512) 463-5872, or in Texas call toll free (888) 863-5881
- **Bid Services (CMBL Registration)** - (512) 463-3416, or in Texas call toll free (888) 472-0500
- **QISV Registration** - (512) 463-5315
- **Central Procurement Services** - (512) 463-3445
- **Facilities, Construction, and Space Management Services** - (512) 463-3417
- **TBPC Internal Purchasing Services** - (512) 463-3337