



City of Kansas City Missouri
Human Relations Department
Small Business Enterprise Program

Advantages of Certification:

- Open to Small Business Enterprises (SBE) regardless of their location (there is no local or other geographic restriction) or without regard to race, color, sex, religion, national or ethnic origin, age or disability
- Access to free workshops, seminars, training classes and networking opportunities to help make your business successful
- Program partners with local organizations and agencies to assist SBEs on becoming prime or subcontractors by eliminating obstacles to prime contract awards by utilizing contract unbundling and set-asides
- Regional electronic notification of contract opportunities, including RFPs and RFQs
- Firms that are SBE certified will be included in the Missouri Regional Certification Committee (MRCC) database that is available to the public

Eligibility Requirements:

Firms deemed eligible to participate in City of Kansas City, Missouri's (City) SBE Program are defined as a for-profit business:

- That is at least 51% owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens;
- Management and daily business operations are controlled by one or more of the individuals who own the small business;
- Owner's personal net worth (PNW) does not exceed the PNW cap in 49 CFR Part 16, currently \$1.32 million;
- Is not dominant in its field, and which meets Small Business Administration business size standard(s) found in Title 13 Code of Federal Regulations Part 121 appropriate to the type(s) of work the firm seeks to perform in DOT-assisted contracts; and
- The firm's average gross receipts cannot exceed the overall size standard for a small business (\$22.41 million averaged over the three previous fiscal years or part of year which the business has been in existence)

Please note: Firms that are certified as DBE firms will be automatically certified as a SBE firm.

Certification Process:

The certification process includes the following steps:

- Preliminary screening of Application and supporting documentation
- Desk Audit
- Financial Audit
- Field Audit
- Committee Review and Decision

It is very important to submit all supporting documentation promptly to ensure a timely decision. Once all paperwork has been provided and an onsite audit has been performed, a certification decision can be expected in 90 days.

To be a part of the SBE program, City will accept the State of Missouri UCP certification through MRCC, MRCC SBE Program Declaration of Certification or City's SBE program application. The SBE program application can be found on City's website at <http://kcmo.gov/humanrelations/certification-compliance/mwdbe-sbe-slbe-affirmative-action/>.