



# Port Of Houston Authority Small Business Development Program Application or Renewal Form

[ ] NEW APPLICATION [ ] RENEWAL APPLICATION

I, \_\_\_\_\_,  
**(Name of person completing application; must be the owner or an officer of the company)**

hereby make application to the Port of Houston Authority for recognition of

\_\_\_\_\_  
**(Name of business)**

as a SBDP-Certified Small Business under the Port of Houston Authority's Small Business Development Program. I represent that I am the owner or duly authorized representative of the above named Business with full authority to make this Application.

Attached hereto is evidence of my certification from the indicated certifying agency: *(Please mark below which of the approved agencies is providing certification that Applicant is a Small Business. **Attach copy of certification.**)*

- City of Houston
- METRO
- SBA 8(a)
- Houston Minority Supplier Development Council
- Women's Business Enterprise Alliance

I have received, read, acknowledged, and will comply with the Port of Houston Authority's Small Business Development Program's Policy and Procedures. I represent that my Business meets the eligibility requirements for certification under the Small Business Development Program as defined in Section III, G of the Small Business Development Program's Policies and Procedures. Specifically, I represent that my Business is a Small Business with a Significant Local Presence as those terms are defined in the Port of Houston Authority's Small Business Development Program's Policy and Procedures. I further pledge to inform the Port of Houston Authority of any changes in the status of certification of my Business and of any other changes that might disqualify it as a SBDP-Certified Small Business. **This Application is executed to be an official government document, subject to the applicable laws of perjury.**

Date: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*(must be Owner or an Officer of the Company)*

Signature: \_\_\_\_\_

**Definitions** (taken from the Small Business Development Program's Policy and Procedures)

**Small Business.** A Small Business is a firm for which the gross revenues or number of employees over the past three years, including any affiliates as defined by 13 C.F.R. § 121.103, does not exceed the size standards as defined pursuant to 15 U.S.C. § 632 (formerly Section 3 of the Small Business Act), and 13 C.F.R. § 121.201, and for which the net worth of each owner does not exceed \$1.32 million, excluding principal residence and the value of the small business.

**Significant Local Presence.** Pursuant to the Small Business Development Program's Policy and Procedures, a Small Business has a Significant Local Presence if it is located in one or more of the counties of Harris, Galveston, Fort Bend, Montgomery, Liberty, Waller, Chambers or Brazoria, Texas, with one or more of its employees regularly based therein. A location utilized solely as a post office box, mail box or telephone message center, or any combination thereof, with no substantial work function shall not be construed to be a significant local presence.