



## THREE YEAR CERTIFICATION REVIEW

- ☐ DISADVANTAGED BUSINESS ENTERPRISE / SMALL BUSINESS ENTERPRISE
- ☐ AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE
- ☐ SMALL BUSINESS ENTERPRISE

*Note: By submittal of this application, applicant acknowledges that information and documents contained in this application may be subject to review by consultants retained by the Department of Aviation.*

**INSTRUCTIONS:** Applicants must submit a fully completed and notarized application which includes all required documentation. Each disadvantaged owner must submit A Statement of Social Disadvantage. Each socially and economically disadvantaged individual who owns 51% or more of the ownership percentage must complete a Personal Net Worth Statement Form. Applicant must also submit Federal Tax Returns (or extension) filed by the firm and its affiliates with related schedules for the past year, and each disadvantaged owner must provide Personal Tax Returns for the last three (3) years. Please refer to the Required Supplemental Information checklist (pages 9-11 of the application) for a complete list of documents that must be submitted with the application.

### 1. FIRM PROFILE

- A. Name of Firm: \_\_\_\_\_
- B. Federal Identification Number: \_\_\_\_\_
- C. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
- D. Business Address: (No P.O. Box) \_\_\_\_\_
- E. Mailing Address: \_\_\_\_\_
- F. Contact Information: Business: ( ) - , ext. Cell: ( ) -  
 Fax: ( ) -  
 Email Address: \_\_\_\_\_  
 Business Website: \_\_\_\_\_
- G. Is the business address and/or business phone number the same as the applicant's residence?
- ☒ No
- ☐ Yes Describe shared facilities/equipment \_\_\_\_\_

- 2. TYPE OF BUSINESS.** Check (v) each applicable box and describe the nature of the firm's business and trade classifications for which you are seeking certification. Attach additional sheet as necessary.

CATEGORY	DESCRIPTION OF BUSINESS	NAICS CODE(S)	INDUSTRY TITLE
<input type="checkbox"/> Concession			
<input type="checkbox"/> Construction			

<input type="checkbox"/> Manufacturer			
<input type="checkbox"/> Professional Services			
<input type="checkbox"/> Supplier			
<input type="checkbox"/> Other			

### 3. QUALIFICATIONS

A. Attach copies of the firm's current and active business, professional, and/or other pertinent licenses and permits.  
**(Label as Attachment 3.A)**

B. For each license/permit attached, complete the following:

NAME OF LICENSE	LICENSE #	NAME OF LICENSED QUALIFYING INDIVIDUAL	DATE LAST RENEWED

4. OWNERSHIP – Have there been any changes in ownership or structure of the company during the past three years?

☐ No      ☐ Yes - Description of change: \_\_\_\_\_  
(Complete A, B, and/or C as applicable)

A. Ownership Percentage: \_\_\_\_\_% Woman      \_\_\_\_\_% Minority

B. Type of Ownership: ☐ Sole Proprietor      ☐ Partnership      ☐ Corporation      ☐ LLC  
☐ Joint Venture      ☐ Other Business Entity: \_\_\_\_\_

## NO CHANGE DECLARATION

I \_\_\_\_\_ (Individual's Name), declare that there have been no changes in \_\_\_\_\_'s (Firm Name) circumstances affecting its ability to meet the size standards, disadvantaged status, ownership, or control requirements of 49 CFR Part 23, Part 26 and 13 CFR Part 121. I further declare there have been no material changes in information provided with \_\_\_\_\_'s (Firm Name) application as a ☐ DBE or ☐ ACDBE (check applicable box), except for any changes that I have provided via written notice to the Clark County Department of Aviation pursuant to 49 CFR § 26.83(i).

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

I declare that I am socially disadvantaged because I have been subjected to racial or ethnic prejudice or cultural bias, or have suffered the effects of discrimination because of my identity as a member of one or more of the groups identified in 49 CFR § 26.5, without regard to my individual qualities. I further declare that I am economically disadvantaged because my ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially and economically disadvantaged. In addition, I specifically declare that my firm continues to meet the Small Business Administration (SBA) business size criteria and overall gross receipts cap of 49 CFR Part 26. I specifically declare that the average annual gross receipts (as defined by SBA rules) over the previous three fiscal years do not exceed \$30.40 Million. I provide the attached size and gross receipts documentation to support this declaration. I declare that under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

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Signature

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Date

### **AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)**

I declare that I am socially disadvantaged because I have been subjected to racial or ethnic prejudice or cultural bias, or have suffered the effects of discrimination because of my identity as a member of one or more of the groups identified in 49 CFR § 26.5, without regard to my individual qualities. I further declare that I am economically disadvantaged because my ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially and economically disadvantaged. In addition, I specifically declare that my firm continues to meet the Small Business Administration (SBA) business size criteria and overall gross receipts cap of 49 CFR Part 26 and Part 23. I specifically declare that the average annual gross receipts (as defined by SBA rules) over the previous three fiscal years do not exceed \$56.42 Million. I provide the attached size and gross receipts documentation to support this declaration. I declare that under penalty of perjury that the foregoing is true and correct.<sup>1</sup>

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Signature

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Date

<sup>1</sup> Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment or both.

## REQUIRED SUPPLEMENTAL INFORMATION

Instructions: Check (v) each box, as applicable, and submit supporting documents in the same order as this list with corresponding tabs. Note that all applicants must provide the documents specified in Section 1; and as applicable to the legal form of the applicant's organization in Section II.

### SECTION I

#### A. REQUIRED DOCUMENTATION – ALL APPLICANTS

1. ☐ Copies of all current business and professional licenses and/or permits required to conduct business.  
☐ N/A
2. ☐ Description/documentation of changes in ownership/control made over the last 3 years and resumes for each new owner/principle.  
☐ N/A
3. ☐ Description/documentation of additional contributions made to the company over the last 3 years.  
☐ N/A
4. ☐ Description/documentation of any outstanding stock or ownership options that change, impact, and/or restrict ownership or control of the applicant firm.  
☐ N/A
5. ☐ List of Board of Directors, governing body, or membership changes made within the last 3 years.  
☐ N/A
6. ☐ Copies of office, storage, or warehouse leases signed within the last 3 years.  
☐ N/A
7. ☐ Description of current or past ownership, management and/or employment with another firm who has ownership interest in, or a present business relationship with the applicant firm.  
☐ N/A
8. ☐ Description/documentation of relationships with other firms that applicant shares space, equipment, employees, and other resources with. Describe if the applicant firm has any ownership interest or management involvement in the other firm.  
☐ N/A
9. ☐ Copies of all signed loan agreements within the last 3 years.  
☐ N/A
10. ☐ Copies of certification letters and/or certificates issued by any state or governmental agency within the last 3 years.  
☐ N/A
11. ☐ Copies of certification denial letters or decertification letters issued within the last 3 years

- ☐ N/A
12. ☐ No Change Declaration for each disadvantaged owner
13. ☐ Personal Net Worth Statement for each disadvantaged owner.
14. ☐ Personal Income Tax Returns for the last 3 years for each disadvantaged owner.

**SECTION II - REQUIRED DOCUMENTATION BASED ON LEGAL FORMATION OF THE APPLICANT FIRM**  
(Complete Section A, B, or C, as applicable)

**A. SOLE PROPRIETOR**

1. ☐ Federal Tax Returns (Form 1040), including all schedules, for the most recent year.

**B. PARTNERSHIP**

1. ☐ Federal Tax Returns (Form 1065) including all schedules for the most recent year are attached
2. ☐ Partnership Agreement has been amended within the last 3 years and documentation of such changes is attached.  
☐ N/A - Partnership Agreement has not been amended within the last 3 years.
3. ☐ Changes have been made to Buy-out Rights within the last 3 years and documentation of such changes is attached  
☐ N/A - No changes have been made to Buy-out Rights within the last 3 years.
4. ☐ Profit Sharing Agreement has been amended within the last 3 years and documentation of such changes is attached.  
☐ N/A - No changes have been made to the Profit Sharing Agreement.

**C. LIMITED LIABILITY COMPANY (LLC)**

1. ☐ Federal Tax Returns (Form 1065), including all schedules for the most recent year are attached.
2. ☐ Changes have been made to the Articles of Organization within the last 3 years and documentation of such changes is attached.  
☐ N/A - No changes have been made to the Articles of Organization within the last 3 years.
3. ☐ Changes have been made to the Operating Agreement within the last 3 years and documentation of such changes is attached.  
☐ N/A - No changes have been made to the Operating Agreement within the last 3 years.
4. ☐ Minutes of the Board Meetings held within the last year are attached.  
☐ N/A - Minutes of Board Meeting are not required (by state of formation)

#### D. CORPORATION

1. ☐ Federal Tax Returns (Form 1120S or 4562), including all schedules, for the most recent year.
2. ☐ Changes have been made to the Articles of Incorporation within the last 3 years and documentation of such changes is attached.  
☐ N/A - No changes have been made to the Articles of Incorporation within the last 3 years.
3. ☐ Changes have been made to the Corporate By-Laws within the last 3 years and documentation of such changes is attached.  
☐ N/A - No changes have been made to the Corporate By-Laws within the last 3 years.
4. ☐ Minutes of Stockholders and Board Meetings held within the last year are attached.
5. ☐ Minutes of the most recent corporate organization meeting reflect changes in ownership, management and/or control.  
☐ N/A - There have been no changes in ownership, management and/or control within the last 3 years.
6. ☐ Stock Certificates have been issued during the last 3 years.  
☐ Copies of the front and back of the certificates are attached.  
☐ Copy of Stock Transfer Ledger is attached.  
☐ N/A - No Stock Certificates have been issued during the last 3 years.
7. ☐ Written agreements have been issued during the last 3 years concerning the financial operation and/or control of the firm. Copies of such agreements are attached.  
☐ N/A - No written agreements or changes have been made during the last 3 years changing the financial operation and/or control of the firm.

**I have checked all applicable boxes and attached all required documentation.**

Signed: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

#### **NOTARY CERTIFICATE**

**(Insert applicable state acknowledgement)**