DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
TITLE 49 CODE OF FEDERAL REGULATIONS PART 26

ARKANSAS UNIFIED DBE CERTIFICATION APPLICATION

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Little Rock, Arkansas 72203-2261
Natasha Halbert, DBE Program Specialist
(501) 569-2259

Aviation Oriented Services or Products including Concessionaires
One Airport Drive
Little Rock, Arkansas 72202
Tom Clarke, Director of Properties
(501) 372-3439

Under Sec. 26.107 of 49 CFR Part 26, dated February 2, 1999, if at any time, the Department or a recipient has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the Department may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, Governmentwide Debarment and Suspension (nonprocurement) and Governmentwide Requirements for Drug-free Workplace (grants), take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.

NOTICE OF NONDISCRIMINATION

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibited discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. McFadden, Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: Joanna.McFadden@ahrd.ar.gov.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.
UNIFORM CERTIFICATION APPLICATION
DISADVANTAGED BUSINESS ENTERPRISE (DBE) /
AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)
49 C.F.R. Parts 23 and 26

Roadmap for Applicants

1. Should I apply?
You may be eligible to participate in the DBE/ACDBE program if:
• The firm is a for-profit business that performs or seeks to perform transportation related work (or a concession activity) for a recipient of Federal Transit Administration, Federal Highway Administration, or Federal Aviation Administration funds.
• The firm is at least 51% owned by a socially and economically disadvantaged individual(s) who also controls it.
• The firm’s disadvantaged owners are U.S. citizens or lawfully admitted permanent residents of the U.S.
• The firm meets the Small Business Administration’s size standard and does not exceed $23.98 million in gross annual receipts for DBE ($56.42 million for ACDBEs). (Other size standards apply for ACDBE that are banks/financial institutions, car rental companies, pay telephone firms, and automobile dealers.)

2. How do I apply?
First time applicants for DBE certification must complete and submit this certification application and related material to the certifying agency in your home state and participate in an on-site interview conducted by that agency. The attached document checklist can help you locate the items you need to submit to the agency with your completed application. If you fail to submit the required documents, your application may be delayed and/or denied. Firms already certified as a DBE do not have to complete this form, but may be asked by certifying agencies outside of your home state to provide a copy of your initial application form, supporting documents, and any other information you submitted to your home state to obtain certification or to any other state related to your certification.

3. Where can I send my application? [INSERT UCP PARTICIPATING MEMBER CONTACT INFORMATION]

4. Who will contact me about my application and what are the eligibility standards?
The DBE and ACDBE Programs require that all U.S. Department of Transportation (DOT) recipients of federal assistance participate in a statewide Unified Certification Program (UCP). The UCP is a one-stop certification program that eliminates the need for your firm to obtain certification from multiple certifying agencies within your state. The UCP is responsible for certifying firms and maintaining a database of certified DBEs and ACDBEs for DOT grantees, pursuant to the eligibility standards found in 49 C.F.R. Parts 23 and 26.

5. Where can I find more information?
U.S. DOT—https://www.civilrights.dot.gov/ (This site provides useful links to the rules and regulations governing the DBE/ACDBE program, questions and answers, and other pertinent information)

SBA—Small Business Size Standards matched to the North American Industry Classification System (NAICS):

In collecting the information requested by this form, the Department of Transportation (Department) complies with the provisions of the Federal Freedom of Information and Privacy Acts (5 U.S.C. 552 and 552a). The Privacy Act provides comprehensive protections for your personal information. This includes how information is collected, used, disclosed, stored, and discarded. Your information will not be disclosed to third parties without your consent. The information collected will be used solely to determine your firm’s eligibility to participate in the Department’s Disadvantaged Business Enterprise Program as defined in 49 CFR §26.5 and the Airport Concession Disadvantaged Business Enterprise Program as defined in 49 CFR §23.3. You may review DOT’s complete Privacy Act Statement in the Federal Register published on April 11, 2000 (65 FR 19477).

Under 49 C.F.R. §26.107, dated February 2, 1999 and January 28, 2011, if at any time, the Department or a recipient has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the Department may initiate suspension or debarment proceedings against the person or firm under 2 CFR Parts 180 and 1200, Nonprocurement Suspension and Department, take enforcement action under 49 C.F.R. Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.
INSTRUCTIONS FOR COMPLETING THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) UNIFORM CERTIFICATION APPLICATION

NOTE: All participating firms must be for-profit enterprises. If your firm is not for profit, then you do NOT qualify for the DBE/ACDBE program and should not complete this application. If you require additional space for any question in this application, please attach additional sheets or copies as needed, taking care to indicate on each attached sheet/copy the section and number of this application to which it refers.

Section 1: CERTIFICATION INFORMATION

A. Basic Contact Information
   (1) Enter the contact name and title of the person completing this application and the person who will serve as your firm's contact for this application.
   (2) Enter the legal name of your firm, as indicated in your firm's Articles of Incorporation or charter.
   (3) Enter the primary phone number of your firm.
   (4) Enter a secondary phone number, if any.
   (5) Enter your firm's fax number, if any.
   (6) Enter the contact person's email address.
   (7) Enter your firm's website addresses, if any.
   (8) Enter the street address of the firm where its offices are physically located (not a P.O. Box).
   (9) Enter the mailing address of your firm, if it is different from your firm's street address.
   (10) Check the appropriate box indicating whether your firm is currently certified in the DBE/ACDBE programs, and provide the name of the certifying agency that certified your firm. List the dates of any site visits conducted by your home state and any other states or UCP members. Also provide the names of state/UCP members that conducted the review.
   (11) Indicate whether your firm or any of the persons listed has ever been denied certification as a DBE, 8(a), or Small Disadvantaged Business (SDB) firm, or state and local MBE/WBE firm. Indicate if the firm has ever been debarred from one of these programs. Indicate if the application was withdrawn or whether the firm was debarred, suspended, or otherwise had its bidding privileges denied or restricted by any state or local agency, or Federal entity. If your answer is yes, identify the name of the agency, and explain fully the nature of the action in the space provided. Indicate if you have ever appealed this decision to the Department and if so, attach a copy of USDOT's final agency decision(s).

B. Relationships and Dealings with Other Businesses
   (1) Check the appropriate box that indicates whether your firm is “for profit.” If you checked “No,” then specify the name of the other firm(s) and organization or entity of any kind. If you answered “Yes,” then briefly explain in the space provided.

Sections 2: GENERAL INFORMATION

A. Business profile:
   (1) Give a concise description of the firm's primary activities, the product(s) or services the company provides, or type of construction. If your company offers more than one product/service, list primary product or service first (attach additional sheets if necessary). This description may be used in our UCP online directory if you are certified as a DBE.
   (2) If you know the appropriate NAICS Code for the line(s) of work you identified in your business profile, enter the codes in the space provided.
   (3) State the date on which your firm was established as stated in your firm’s Articles of Incorporation or charter.
   (4) State the date each person became a firm owner.
   (5) Check the appropriate box describing the manner in which you and each other owner acquired ownership of your firm. If you checked “Other,” explain in the space provided.
   (6) Check the appropriate box that indicates whether your firm is “for profit.” If you checked “No,” then you do NOT qualify for the DBE/ACDBE program and should not complete this application. All participating firms must be for-profit enterprises. If the firm is a for profit enterprise, provide the Federal Tax ID number as stated on your firm’s Federal tax return.
   (7) Check the appropriate box that describes the type of legal business structure of your firm, as indicated in your firm’s Articles of Incorporation or similar document. Identify all joint venture partners if applicable. If you checked “Other,” briefly explain in the space provided.
   (8) Indicate in the spaces provided how many employees your firm has, specifying the number of employees who work on a full-time, part-time, and seasonal basis. Attach a list of employees, their job titles, and dates of employment, to your application.
   (9) Specify the firm’s gross receipts for each of the past three years, as stated in your firm’s filed Federal tax returns. You must submit complete copies of the firm’s Federal tax returns for each year. If there are any affiliates or subsidiaries of the applicant firm or owners, you must provide these firms' gross receipts and submit complete copies of these firm(s) Federal tax returns. Affiliation is defined in 49 C.F.R. §26.5 and 13 C.F.R. Part 121.

B. Relationships and Dealings with Other Businesses
   (1) Check the appropriate box that indicates whether your firm is co-located at any of its business locations, or whether your firm shares a telephone number(s), a post office box, any office space, a yard, warehouse, other facilities, any equipment, financing, or any office staff and/or employees with any other business, organization or entity of any kind. If you answered “Yes,” then specify the name of the other firm(s) and fully explain the nature of your relationship with these other businesses by identifying the business or person with whom you have any formal, informal, written, or
oral agreement. Provide an explanation of any items shared with other firms in the space provided.

(2) Check the appropriate box indicating whether any other firm currently has or had an ownership interest in your firm at present or at any time in the past. If you checked yes, please explain.

(3) Check the appropriate box that indicates whether at present or at any time in the past your firm:
   (a) ever existed under different ownership, a different type of ownership, or a different name;
   (b) existed as a subsidiary of any other firm;
   (c) existed as a partnership in which one or more of the partners are/were other firms;
   (d) owned any percentage of any other firm; and
   (e) had any subsidiaries of its own.
   (f) served as a subcontractor with another firm constituting more than 25% of your firm’s receipts.

If you answered “Yes” to any of the questions in (3)(a-f), you may be asked to explain the arrangement in detail.

Section 3: MAJORITY OWNER INFORMATION

Identify all individuals or holding companies with any ownership interest in your firm, providing the information requested below (if your firm has more than one owner, provide completed copies of this section for each owner):

A. Identify the majority owner of the firm holding 51% or more ownership interest

   (1) Enter the full name of the owner.
   (2) Enter his/her title or position within your firm.
   (3) Give his/her home phone number.
   (4) Enter his/her home (street) address.
   (5) Indicate this owner’s gender.
   (6) Identify the owner’s ethnic group membership. If you checked “Other,” specify this owner’s ethnic group/identity not otherwise listed.
   (7) Check the appropriate box to indicate whether this owner is a U.S. citizen or a lawfully admitted permanent resident. If this owner is neither a U.S. citizen nor a lawfully admitted permanent resident of the U.S., then this owner is NOT eligible for certification as a DBE owner.
   (8) Enter the number of years during which this owner has been an owner of your firm.
   (9) Indicate the percentage of the total ownership this person holds and the date acquired, including (if appropriate), the class of stock owned.
   (10) Indicate the dollar value of this owner’s initial investment to acquire an ownership interest in your firm, broken down by cash, real estate, equipment, and/or other investment. Describe how you acquired your business and attach documentation substantiating this investment.

B. Additional Owner Information

   (1) Describe the familial relationship of this owner to each other owner of your firm and employees.
   (2) Indicate whether this owner performs a management or supervisory function for any other business. If you checked “Yes,” state the name of the other business and this owner’s function/title held in that business.

(3) (a) Check the appropriate box that indicates whether this owner owns or works for any other firm(s) that has any relationship with your firm. If you checked “Yes,” identify the name of the other business, the nature of the business relationship, and the owner’s function at the firm.
   (b) If the owner works for any other firm, non-profit organization, or is engaged in any other activity more than 10 hours per week, please identify this activity.

(4) (a) Provide the personal net worth of the owner applying for certification in the space provided. Complete and attach the accompanying “Personal Net Worth Statement for DBE/ACDBE Program Eligibility” with your application. Note, complete this section and accompanying statement only for each owner applying for DBE qualification (i.e., for each owner claiming to be socially and economically disadvantaged).
   (b) Check the appropriate box that indicates whether any trust has been created for the benefit of the disadvantaged owner(s). If you answered “Yes,” you may be asked to provide a copy of the trust instrument.

(5) Check the appropriate to indicate whether any of your immediate family members, managers, or employees, own, manage, or are associated with another company. Immediate family member is defined in 49 C.F.R. §26.5. If you answered “Yes,” provide the name of each person, your relationship to them, the name of the company, the type of business, and whether they own or manage the company.

Section 4: CONTROL

A. Identify the firm’s Officers and Board of Directors

   (1) In the space provided, state the name, title, date of appointment, ethnicity, and gender of each officer.
   (2) In the space provided, state the name, title, date of appointment, ethnicity, and gender of each individual serving on your firm’s Board of Directors.

(3) Check the appropriate box to indicate whether any of your firm’s officers and/or directors listed above performs a management or supervisory function for any other business. If you answered “Yes,” identify each person by name, his/her title, the name of the other business in which s/he is involved, and his/her function performed in that other business.

(4) Check the appropriate box that indicates whether any of your firm’s officers and/or directors listed above own or work for any other firm(s) that has a relationship with your firm. (e.g., ownership interest, shared office space, financial investments, equipment leases, personnel sharing, etc.) If you answered “Yes,” identify the name of the firm, the individual’s name, and the nature of his/her business relationship with that other firm.
B. Duties of Owners, Officers, Directors, Managers and Key Personnel

(1), (2) Specify the roles of the majority and minority owners, directors, officers, and managers, and key personnel who control the functions listed for the business. Submit resumes for each owner and non-owner identified below. State the name of the individual, title, race and gender and percentage ownership if any. Circle the frequency of each person's involvement as follows: "always, frequently, seldom, or never" in each area.

Indicate whether any of the persons listed in this section perform a management or supervisory function for any other business. Identify the person, business, and their title/function. Identify if any of the persons listed above own or work for any other firm(s) that has a relationship with this firm (e.g. ownership interest, shared office space, financial investment, equipment, leases, personnel sharing, etc.) If you answered "Yes," describe the nature of his/her business relationship with that other firm.

C. Inventory: Indicate firm inventory in these categories:

(1) Equipment and Vehicles
State the make and model, and current dollar value of each piece of equipment and motor vehicle held and/or used by your firm. Indicate whether each piece is either owned or leased by your firm or owner, whether it is used as collateral, and where this item is stored.

(2) Office Space
State the street address of each office space held and/or used by your firm. Indicate whether your firm or owner owns or leases the office space and the current dollar value of that property or its lease.

(3) Storage Space
State the street address of each storage space held and/or used by your firm. Indicate whether your firm or owner owns or leases the storage space and the current dollar value of that property or its lease. Provide a signed lease agreement for each property.

D. Does your firm rely on any other firm for management functions or employee payroll?

Check the appropriate box that indicates whether your firm relies on any other firm for management functions or for employee payroll. If you answered "Yes," you may be asked to explain the nature of that reliance and the extent to which the other firm carries out such functions.

E. Financial / Banking Information

Banking Information. State the name, City and State of your firm’s bank. In the space provided, identify the persons able to sign checks on this account. Provide bank authorization and signature cards

Bonding Information. State your firm’s bonding limits (in dollars), specifying both the aggregate and project limits.

F. Sources, amounts, and purposes of money loaned to your firm, including the names of persons or firms guaranteeing the loan.

State the name and address of each source, the name of the person securing the loan, original dollar amount and the current balance of each loan, and the purpose for which each loan was made to your firm. Provide copies of signed loan agreements and security agreements

G. Contributions or transfers of assets to/from your firm and to/from any of its owners or another individual over the past two years:

Indicate in the spaces provided, the type of contribution or asset that was transferred, its current dollar value, the person or firm from whom it was transferred, the person or firm to whom it was transferred, the relationship between the two persons and/or firms, and the date of the transfer.

H. Current licenses/permits held by any owner or employee of your firm.

List the name of each person in your firm who holds a professional license or permit, the type of permit or license, the expiration date of the permit or license, and issuing State of the license or permit. Attach copies of licenses, license renewal forms, permits, and bail authority forms.

I. Largest contracts completed by your firm in the past three years, if any.

List the name of each owner or contractor for each contract, the name and location of the projects under each contract, the type of work performed on each contract, and the dollar value of each contract.

J. Largest active jobs on which your firm is currently working.

For each active job listed, state the name of the prime contractor and the project number, the location, the type of work performed, the project start date, the anticipated completion date, and the dollar value of the contract.

AIRPORT CONCESSION (ACDBE) APPLICANTS

Identify the concession space, address and location at the airport, the value of the property or lease, and fees/lease payments paid to the airport. Provide information concerning any other airport concession businesses the applicant firm or any affiliate owns and/or operates, including name, location, type of concession, and start date of the concession enterprise.

AFFIDAVIT & SIGNATURE

The Affidavit of Certification must accompany your application for certification. Carefully read the attached affidavit in its entirety. Fill in the required information for each blank space, and sign and date the affidavit in the presence of a Notary Public, who must then notarize the form.
A. Basic Contact Information

(1) Contact person and Title: ___________________________
(2) Legal name of firm: ___________________________

(3) Phone #: (____) ______ - ______ (4) Other Phone #: (____) ______ - ______ (5) Fax #: (____) ______ - ______

(6) E-mail: ___________________________
(7) Firm Websites: ___________________________

(8) Street address of firm (No P.O. Box): City: County/Parish: State: Zip: ___________________________
(9) Mailing address of firm (if different): City: County/Parish: State: Zip: ___________________________

B. Prior/Other Certifications and Applications

(10) Is your firm currently certified for any of the following U.S. DOT programs?
- [ ] DBE  - [ ] ACDBE  Names of certifying agencies: ___________________________

☑️ If you are certified in your home state as a DBE/ACDBE, you do not have to complete this application for other states. Ask your state UCP about the interstate certification process.

List the dates of any site visits conducted by your home state and any other states or UCP members:
Date / / State/UCP Member: ___________________________ Date / / State/UCP Member: ___________________________

(11) Indicate whether the firm or any persons listed in this application have ever been:

(a) Denied certification or decertified as a DBE, ACDBE, 8(a), SDB, MBE/WBE firm? ☐ Yes ☐ No
(b) Withdrawn an application for these programs, or debarred or suspended or otherwise had bidding privileges denied or restricted by any state or local agency, or Federal entity? ☐ Yes ☐ No

If yes, explain the nature of the action. (If you appealed the decision to DOT or another agency, attach a copy of the decision,)

Section 2: GENERAL INFORMATION

A. Business Profile: (1) Give a concise description of the firm's primary activities and the product(s) or service(s) it provides. If your company offers more than one product/service, list the primary product or service first. Please use additional paper if necessary. This description may be used in our database and the UCP online directory if you are certified as a DBE or ACDBE.

(2) Applicable NAICS Codes for this line of work include: ___________________________
(3) This firm was established on / / ___________________________
(4) I/We have owned this firm since: / / ___________________________

(5) Method of acquisition (Check all that apply):
- [ ] Started new business  - [ ] Bought existing business  - [ ] Inherited business  - [ ] Secured concession
- [ ] Merger or consolidation  - [ ] Other (explain) ___________________________

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(6) Is your firm “for profit”? □ Yes □ No
STOP! If your firm is NOT for-profit, then you do NOT qualify for this program and should not fill out this application.

Federal Tax ID# ________________________

(7) Type of Legal Business Structure: (check all that apply):
□ Sole Proprietorship □ Limited Liability Partnership
□ Partnership □ Corporation
□ Limited Liability Company □ Joint Venture (Identify all JV partners ____________________)
□ Applying as an ACDBE □ Other, Describe ______________________

(8) Number of employees: Full-time ______ Part-time ______ Seasonal ______ Total ______
(Provide a list of employees, their job titles, and dates of employment, to your application).

(9) Specify the firm’s gross receipts for the last 3 years. (Submit complete copies of the firm’s Federal tax returns for each year. If there are affiliates or subsidiaries of the applicant firm or owners, you must submit complete copies of these firms’ Federal tax returns).

<table>
<thead>
<tr>
<th>Year</th>
<th>Gross Receipts of Applicant Firm $</th>
<th>Gross Receipts of Affiliate Firms $</th>
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</tbody>
</table>

B. Relationships and Dealings with Other Businesses

(1) Is your firm co-located at any of its business locations, or does it share a telephone number, P.O. Box, office or storage space, yard, warehouse, facilities, equipment, inventory, financing, office staff, and/or employees with any other business, organization, or entity? □ Yes □ No
If Yes, explain the nature of your relationship with these other businesses by identifying the business or person with whom you have any formal, informal, written, or oral agreement. Also detail the items shared.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(2) Has any other firm had an ownership interest in your firm at present or at any time in the past? □ Yes □ No If Yes, explain

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(3) At present, or at any time in the past, has your firm:
(a) Ever existed under different ownership, a different type of ownership, or a different name? □ Yes □ No
(b) Existed as a subsidiary of any other firm? □ Yes □ No
(c) Existed as a partnership in which one or more of the partners are/were other firms? □ Yes □ No
(d) Owned any percentage of any other firm? □ Yes □ No
(e) Had any subsidiaries? □ Yes □ No
(f) Served as a subcontractor with another firm constituting more than 25% of your firm’s receipts? □ Yes □ No

(If you answered “Yes” to any of the questions in (2) and/or (3)(a)-(f), you may be asked to provide further details and explain whether the arrangement continues).
Section 3: MAJORITY OWNER INFORMATION

A. Identify the majority owner of the firm holding 51% or more ownership interest.

(1) Full Name: __________________________ | (2) Title: __________________________
(3) Home Phone #: __________________________
(4) Home Address (Street and Number): __________________________
City: __________________________ | State: __________________________ | Zip: __________________________
(5) Gender:  ☐ Male  ☐ Female
(6) Ethnic group membership (Check all that apply):
☐ Black  ☐ Hispanic  ☐ Asian Pacific  ☐ Native American  ☐ Subcontinent Asian  ☐ Other (specify) __________________________
(7) U.S. Citizenship:
☐ U.S. Citizen  ☐ Lawfully Admitted Permanent Resident
(8) Number of years as owner: __________________________
(9) Percentage owned: __________________________
Class of stock owned: __________________________
Date acquired: __________________________
(10) Initial investment to acquire ownership interest in firm:
<table>
<thead>
<tr>
<th>Type</th>
<th>Dollar Value</th>
</tr>
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<tbody>
<tr>
<td>Cash</td>
<td>$__________</td>
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<tr>
<td>Real Estate</td>
<td>$__________</td>
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<tr>
<td>Equipment</td>
<td>$__________</td>
</tr>
<tr>
<td>Other</td>
<td>$__________</td>
</tr>
</tbody>
</table>
Describe how you acquired your business:
☐ Started business myself
☐ It was a gift from: __________________________
☐ I bought it from: __________________________
☐ I inherited it from: __________________________
☐ Other __________________________
(Attach documentation substantiating your investment)

B. Additional Owner Information

(1) Describe familial relationship to other owners and employees:

____________________________________________________________________________________

(2) Does this owner perform a management or supervisory function for any other business?  ☐ Yes  ☐ No
If Yes, identify: Name of Business: __________________________ Function/Title: __________________________

(3) (a) Does this owner own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)  ☐ Yes  ☐ No
Identify the name of the business, and the nature of the relationship, and the owner’s function at the firm:

____________________________________________________________________________________

(b) Does this owner work for any other firm, non-profit organization, or is engaged in any other activity more than 10 hours per week? If yes, identify this activity:

____________________________________________________________________________________

(4) (a) What is the personal net worth of this disadvantaged owner applying for certification? $__________

(b) Has any trust been created for the benefit of this disadvantaged owner(s)?  ☐ Yes  ☐ No
(If Yes, you may be asked to provide a copy of the trust instrument).

(5) Do any of your immediate family members, managers, or employees own, manage, or are associated with another company?  ☐ Yes  ☐ No
If Yes, provide their name, relationship, company, type of business, and indicate whether they own or manage the company: (Please attach extra sheets, if needed):

____________________________________________________________________________________
Section 3: OWNER INFORMATION, Cont’d.

A. Identify all individuals, firms, or holding companies that hold LESS THAN 51% ownership interest in the firm (Attach separate sheets for each additional owner)

(1) Full Name: __________________________ (2) Title: __________________________ (3) Home Phone #: ( ______ ) _______ _______  
(4) Home Address (Street and Number): __________________________  
City: __________________________  
State: __________________________  
Zip: __________________________  

(5) Gender: □ Male  □ Female  
(6) Ethnic group membership (Check all that apply)  
□ Black  □ Hispanic  
□ Asian Pacific  □ Native American  
□ Subcontinent Asian  □ Other (specify) __________________________  
(8) Number of years as owner: ___________________________________  
(9) Percentage owned: ______ %  
Class of stock owned: ___________________________________  
Date acquired __________________________  
(10) Initial investment to acquire ownership interest in firm:  
<table>
<thead>
<tr>
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<tr>
<td>Equipment</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>

Describe how you acquired your business:  
□ Started business myself  
□ It was a gift from: __________________________  
□ I bought it from: __________________________  
□ I inherited it from: __________________________  
□ Other __________________________  
(Attach documentation substantiating your investment)

(7) U.S. Citizenship:  
□ U.S. Citizen  
□ Lawfully Admitted Permanent Resident

B. Additional Owner Information

(1) Describe familial relationship to other owners and employees:  
__________________________________________  
__________________________________________  
__________________________________________

(2) Does this owner perform a management or supervisory function for any other business? □ Yes  □ No  
If Yes, identify: Name of Business: __________________________  
Function/Title: __________________________

(3)(a) Does this owner own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.) □ Yes  □ No  
Identify the name of the business, and the nature of the relationship, and the owner’s function at the firm:

(b) Does this owner work for any other firm, non-profit organization, or is engaged in any other activity more than 10 hours per week? If yes, identify this activity: __________________________  
__________________________________________  
__________________________________________  
__________________________________________

(4)(a) What is the personal net worth of this disadvantaged owner applying for certification? $__________  
(b) Has any trust been created for the benefit of this disadvantaged owner(s)? □ Yes  □ No  
(If Yes, you may be asked to provide a copy of the trust instrument).

(5) Do any of your immediate family members, managers, or employees own, manage, or are associated with another company? □ Yes  □ No  
If Yes, provide their name, relationship, company, type of business, and indicate whether they own or manage: (Please attach extra sheets, if needed): __________________________
Section 4: CONTROL

A. Identify your firm’s Officers and Board of Directors (If additional space is required, attach a separate sheet):

<table>
<thead>
<tr>
<th>(1) Officers of the Company</th>
<th>Name</th>
<th>Title</th>
<th>Date Appointed</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
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<td>(b)</td>
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<td>(d)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(2) Board of Directors</th>
<th>Name</th>
<th>Title</th>
<th>Date Appointed</th>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
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<td>(b)</td>
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<td>(c)</td>
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<tr>
<td>(d)</td>
<td></td>
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</tbody>
</table>

(3) Do any of the persons listed above perform a management or supervisory function for any other business?
☐ Yes ☐ No If Yes, identify for each:

Person: ________________________________ Title: ________________________________
Business: ______________________________ Function: ________________________________

Person: ________________________________ Title: ________________________________
Business: ______________________________ Function: ________________________________

(4) Do any of the persons listed in section A above own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)
☐ Yes ☐ No If Yes, identify for each:

Firm Name: ______________________________ Person: ______________________________
Nature of Business Relationship: ____________________________________________

B. Duties of Owners, Officers, Directors, Managers, and Key Personnel

1. (Identify your firm’s management personnel who control your firm in the following areas (Attach separate sheets as needed).

<table>
<thead>
<tr>
<th>A = Always</th>
<th>F = Frequently</th>
<th>S = Seldom</th>
<th>N = Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Title:</td>
<td>Percent Owned:</td>
<td>Majority Owner (51% or more)</td>
</tr>
</tbody>
</table>

- Sets policy for company direction/scope of operations
- Bidding and estimating
- Major purchasing decisions
- Marketing and sales
- Supervises field operations
- Attend bid opening and lettings
- Perform office management (billing, accounts receivable/payable, etc.)
- Hires and fires management staff
- Hire and fire field staff or crew
- Designates profits spending or investment
- Obligates business by contract/credit
- Purchase equipment
- Signs business checks

U.S. DOT Uniform DBE/ACDBE Certification Application • Page 9 of 14
2. Complete for all Officers, Directors, Managers, and Key Personnel who control the following functions for the firm. (Attach separate sheets as needed).

<table>
<thead>
<tr>
<th>Function</th>
<th>Always</th>
<th>Frequently</th>
<th>Seldom</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sets policy for company direction/scope of operations</td>
<td>A</td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Bidding and estimating</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Major purchasing decisions</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Marketing and sales</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Supervises field operations</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Attend bid opening and lettings</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Perform office management (billing, accounts receivable/payable, etc.)</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Hires and fires management staff</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Hire and fire field staff or crew</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Designates profits spending or investment</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Obligates business by contract/credit</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Purchase equipment</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>Signs business checks</td>
<td></td>
<td>F</td>
<td>S</td>
<td>N</td>
</tr>
</tbody>
</table>

Do any of the persons listed in B1 or B2 perform a management or supervisory function for any other business? If Yes, identify the person, the business, and their title/function:

Do any of the persons listed above own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.) If Yes, describe the nature of the business relationship:

C. Inventory: Indicate your firm's inventory in the following categories (Please attach additional sheets if needed):

1. Equipment and Vehicles

<table>
<thead>
<tr>
<th>Make and Model</th>
<th>Current Value</th>
<th>Owned or Leased by Firm or Owner?</th>
<th>Used as collateral?</th>
<th>Where is item stored?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>9.</td>
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</tbody>
</table>

2. Office Space

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Owned or Leased by Firm or Owner?</th>
<th>Current Value of Property or Lease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
3. Storage Space *(Provide signed lease agreements for the properties listed)*

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Owned or Leased by Firm or Owner?</th>
<th>Current Value of Property or Lease</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

D. Does your firm rely on any other firm for management functions or employee payroll?  
☐ Yes  ☐ No

E. Financial/Banking Information *(Provide bank authorization and signature cards)*

Name of bank: ___________________________ City and State: ___________________________

The following individuals are able to sign checks on this account: ___________________________

Name of bank: ___________________________ City and State: ___________________________

The following individuals are able to sign checks on this account: ___________________________

**Bonding Information:** If you have bonding capacity, identify the firm's bonding aggregate and project limits:

Aggregation limit $ ___________________________ Project limit $ ___________________________

F. Identify all sources, amounts, and purposes of money loaned to your firm including from financial institutions. Identify whether you the owner and any other person or firm loaned money to the applicant DBE/ACDBE. Include the names of any persons or firms guaranteeing the loan, if other than the listed owner. *(Provide copies of signed loan agreements and security agreements)*.

<table>
<thead>
<tr>
<th>Name of Source</th>
<th>Address of Source</th>
<th>Name of Person Guaranteeing the Loan</th>
<th>Original Amount</th>
<th>Current Balance</th>
<th>Purpose of Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</tbody>
</table>

G. List all contributions or transfers of assets to/from your firm and to/from any of its owners or another individual over the past two years *(Attach additional sheets if needed)*:

<table>
<thead>
<tr>
<th>Contribution/Asset</th>
<th>Dollar Value</th>
<th>From Whom Transferred</th>
<th>To Whom Transferred</th>
<th>Relationship</th>
<th>Date of Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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</tbody>
</table>

H. List current licenses/permits held by any owner and/or employee of your firm *(e.g. contractor, engineer, architect, etc.)* *(Attach additional sheets if needed)*:

<table>
<thead>
<tr>
<th>Name of License/Permit Holder</th>
<th>Type of License/Permit</th>
<th>Expiration Date</th>
<th>State</th>
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</thead>
<tbody>
<tr>
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</table>

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I. List the three largest contracts completed by your firm in the past three years, if any:

<table>
<thead>
<tr>
<th>Name of Owner/Contractor</th>
<th>Name/Location of Project</th>
<th>Type of Work Performed</th>
<th>Dollar Value of Contract</th>
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<tbody>
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</table>

J. List the three largest active jobs on which your firm is currently working:

<table>
<thead>
<tr>
<th>Name of Prime Contractor and Project Number</th>
<th>Location of Project</th>
<th>Type of Work</th>
<th>Project Start Date</th>
<th>Anticipated Completion Date</th>
<th>Dollar Value of Contract</th>
</tr>
</thead>
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</tbody>
</table>

AIRPORT CONCESSION (ACDBE) APPLICANTS ONLY MUST COMPLETE THIS SECTION

Identify the following information concerning the ACDBE applicant firm:

<table>
<thead>
<tr>
<th>Concession Space</th>
<th>Address / Location at Airport</th>
<th>Value of Property or Lease</th>
<th>Fees/Lease Payments Paid to the Airport</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Provide information concerning any other airport concession businesses the applicant firm or any affiliate owns and/or operates, including name, location, type of concession, and start date of concession:

<table>
<thead>
<tr>
<th>Name of Concession</th>
<th>Location</th>
<th>Type of Concession</th>
<th>Start Date of Concession</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>
AFFIDAVIT OF CERTIFICATION

This form must be signed and notarized for each owner upon which disadvantaged status is relied.

A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.

I ____________________________ (full name printed), swear or affirm under penalty of law that I am ____________________________ (title) of the applicant firm and that I have read and understood all of the questions in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named firm as well as the ownership, control, and affiliations thereof.

I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, and the named firm’s bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm’s eligibility.

I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named firm and its affiliates, inspection of its places(s) of business and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.

If awarded a contract, subcontract, concession lease or sublease, I agree to promptly and directly provide the prime contractor, if any, and the Department, recipient agency, or federal funding agency on an ongoing basis, current, complete and accurate information regarding (1) work performed on the project; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I agree to provide written notice to the recipient agency or Unified Certification Program of any material change in the information contained in the original application within 30 calendar days of such change (e.g., ownership changes, address/telephone number, personal net worth exceeding $1.32 million, etc.).

I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or revocation of certification; suspension and debarment; and for initiating action under federal and/or state law concerning false statement, fraud or other applicable offenses.

I certify that I am a socially and economically disadvantaged individual who is an owner of the above-referenced firm seeking certification as a Disadvantaged Business Enterprise or Airport Concession Disadvantaged Business Enterprise. In support of my application, I certify that I am a member of one or more of the following groups, and that I have held myself out as a member of the group(s): (Check all that apply):

- Female
- Black American
- Hispanic American
- Native American
- Asian-Pacific American
- Subcontinent Asian American
- Other (specify)

I certify 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 above, without regard to my individual qualities.

I further certify that my personal net worth does not exceed $1.32 million, and 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.

I declare under penalty of perjury that the information provided in this application and supporting documents is true and correct.

Signature ____________________________

(DBE/ACDBE Applicant) (Date)

NOTARY CERTIFICATE
In order to complete your application for DBE or ACDBE certification, you must attach copies of all of the following REQUIRED documents. A failure to supply any information requested by the UCP may result in your firm denied DBE/ACDBE certification.

**Required Documents for All Applicants**

- Résumés (that include places of employment with corresponding dates), for all owners, officers, and key personnel of the applicant firm
- Personal Net Worth Statement for each socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm.
- Personal Federal tax returns for the past 3 years, if applicable, for each disadvantaged owner
- Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 3 years.
- Documented proof of contributions used to acquire ownership for each owner (e.g., both sides of cancelled checks)
- Signed loan and security agreements, and bonding forms
- List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.
- Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
- Licenses, license renewal forms, permits, and haul authority forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications, if applicable; and any U.S. DOT appeal decisions on these actions.
- Bank authorization and signatory cards
- Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
- List of all employees, job titles, and dates of employment.
- Proof of warehouse/storage facility ownership or lease arrangements

**Partnership or Joint Venture**

- Original and any amended Partnership or Joint Venture Agreements

**Corporation or LLC**

- Official Articles of Incorporation (signed by the state official)
- Both sides of all corporate stock certificates and your firm’s stock transfer ledger
- Shareholders’ Agreement(s)
- Minutes of all stockholders and board of directors meetings

**Optional Documents to Be Provided on Request**

The UCP to which you are applying may require the submission of the following documents. If requested to provide these documents, you must supply them with your application or at the on-site visit.

- Proof of citizenship
- Insurance agreements for each truck owned or operated by your firm
- Audited financial statements (if available)
- Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm.
- Trust agreements held by any owner claiming disadvantaged status
- Year-end balance sheets and income statements for the past 3 years (or life of firm, if less than three years)

**Suppliers**

- List of product lines carried and list of distribution equipment owned and/or leased
This form is used by all participants in the U.S. Department of Transportation's Disadvantaged Business Enterprise (DBE) Programs. Each individual owner of a firm applying to participate as a DBE or ACDBE, whose ownership and control are relied upon for DBE certification must complete this form. Each person signing this form authorizes the Unified Certification Program (UCP) recipient to make inquiries as necessary to verify the accuracy of the statements made. The agency you apply to will use the information provided to determine whether an owner is economically disadvantaged as defined in the DBE program regulations 49 C.F.R. Parts 23 and 26. Return form to appropriate UCP certifying member, not U.S. DOT.

### Name

<table>
<thead>
<tr>
<th>Residence Address (As reported to the IRS)</th>
<th>Business Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State and Zip Code</td>
<td>Residence Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Name of Applicant Firm</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Spouse's Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Marital Status: Single, Married, Divorced, Union)</td>
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</tbody>
</table>

### ASSETS

#### (Omit Cents)

<table>
<thead>
<tr>
<th>Cash and Cash Equivalents</th>
<th>Loan on Life Insurance (Complete Section 5)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Retirement Accounts (IRA, 401K, 403B, Pensions, etc.) (Report full value minus tax and interest penalties that would apply if assets were distributed today) (Complete Section 3)</th>
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<table>
<thead>
<tr>
<th>Brokerage, Investment Accounts</th>
<th>Notes, Obligations on Personal Property (Complete Section 6)</th>
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<tbody>
<tr>
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<thead>
<tr>
<th>Assets Held in Trust</th>
<th>Notes &amp; Accounts Payable to Banks and Others (Complete Section 2)</th>
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<tbody>
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<thead>
<tr>
<th>Loans to Shareholders &amp; Other Receivables (Complete section 6)</th>
<th>Other Liabilities (Complete Section 8)</th>
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<tbody>
<tr>
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<thead>
<tr>
<th>Real Estate Excluding Primary Residence (Complete Section 4)</th>
<th>Unpaid Taxes (Complete Section 8)</th>
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<tbody>
<tr>
<td>$</td>
<td>$</td>
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</table>

| Life Insurance (Cash Surrender Value Only) (Complete Section 5) |
|=================================================================
| $                                                               |

<table>
<thead>
<tr>
<th>Other Personal Property and Assets (Complete Section 8)</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Business Interests Other Than the Applicant Firm (Complete Section 7)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Total Assets</th>
<th>Total Liabilities</th>
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<tbody>
<tr>
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</table>

### LIABILITIES

#### (Omit Cents)

<table>
<thead>
<tr>
<th>Section 2. Notes Payable to Banks and Others</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Noteholder(s)</th>
<th>Original Balance</th>
<th>Current Balance</th>
<th>Payment Amount</th>
<th>Frequency (monthly, etc.)</th>
<th>How Secured or Endorsed Type of Collateral</th>
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### NET WORTH

<table>
<thead>
<tr>
<th>Total Assets</th>
<th>Total Liabilities</th>
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</table>

<table>
<thead>
<tr>
<th>NET WORTH</th>
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<tbody>
<tr>
<td>$</td>
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</tbody>
</table>
Section 3. Brokerage and custodial accounts, stocks, bonds, retirement accounts. (Full Value) (Use attachments if necessary).

<table>
<thead>
<tr>
<th>Name of Security / Brokerage Account / Retirement Account</th>
<th>Cost</th>
<th>Market Value Quotation/Exchange</th>
<th>Date of Quotation/Exchange</th>
<th>Total Value</th>
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</thead>
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</tbody>
</table>

Section 4. Real Estate Owned (Including Primary Residence, Investment Properties, Personal Property Leased or Rented for Business Purposes, Farm Properties, or any Other Income Producing property). (List each parcel separately. Add additional sheets if necessary).

<table>
<thead>
<tr>
<th>Type of Property</th>
<th>Property A</th>
<th>Property B</th>
<th>Property C</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- Date Acquired and Method of Acquisition (purchase, inherit, divorce, gift, etc.)
- Names on Deed
- Purchase Price
- Present Market Value
- Source of Market Valuation
- Name of all Mortgage Holders
- Mortgage Acc. # and balance (as of date of form)
- Equity line of credit balance
- Amount of Payment Per Month/Year (Specify)

Section 5. Life Insurance Held (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries).

<table>
<thead>
<tr>
<th>Insurance Company</th>
<th>Face Value</th>
<th>Cash Surrender Amount</th>
<th>Beneficiaries</th>
<th>Loan on Policy Information</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
### Section 6. Other Personal Property and Assets (Use attachments as necessary)

<table>
<thead>
<tr>
<th>Type of Property or Asset</th>
<th>Total Present Value</th>
<th>Amount of Liability (Balance)</th>
<th>Is this asset insured?</th>
<th>Lien or Note amount and Terms of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobiles and Vehicles (including recreation vehicles, motorcycles, boats, etc.) include personally owned vehicles that are leased or rented to businesses or other individuals.</td>
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<tr>
<td>Household Goods / Jewelry</td>
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<tr>
<td>Other (List)</td>
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</table>

### Section 7. Value of Other Business Investments, Other Businesses Owned (excluding applicant firm)

- Sole Proprietorships, General Partners, Joint Ventures, Limited Liability Companies, Closely-held and Public Traded Corporations

### Section 8. Other Liabilities and Unpaid Taxes (Describe)

### Section 9. Transfer of Assets: Have you within 2 years of this personal net worth statement, transferred assets to a spouse, domestic partner, relative, or entity in which you have an ownership or beneficial interest including a trust? Yes ☐ No ☐ If yes, describe.

I declare under penalty of perjury that the information provided in this personal net worth statement and supporting documents is complete, true and correct. I certify that no assets have been transferred to any beneficiary for less than fair market value in the last two years. I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application and this personal net worth statement, and I authorize such agency to contact any entity named in the application or this personal financial statement, including the names banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility. I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or revocation of certification; suspension and debarment; and for initiating action under federal and/or state law concerning false statement, fraud or other applicable offenses.

**NOTARY CERTIFICATE:**

(Insert applicable state acknowledgment, affirmation, or oath)

Signature (DBE/ACDBE Owner) ___________________________ Date _____________

In collecting the information requested by this form, the Department of Transportation complies with Federal Freedom of Information and Privacy Act (5 U.S.C. 552 and 552a) provisions. The Privacy Act provides comprehensive protections for your personal information. This includes how information is collected, used, disclosed, stored, and discarded. Your information will not be disclosed to third parties without your consent. The information collected will be used solely to determine your firm's eligibility to participate in the Disadvantaged Business Enterprise (DBE) Program or Airport Concessionaire DBE Programs as defined in 49 C.F.R. Parts 23 and 28. You may review DOT's complete Privacy Act Statement in the Federal Register published on April 11, 2000 (65 FR 19477).
Please do not make adjustments to your figures pursuant to U.S. DOT regulations 49 C.F.R. Parts 23 and 26. The agency that you apply to will use the information provided on your completed Personal Net Worth (PNW) Statement to determine whether you meet the economic disadvantage requirements of 49 C.F.R. Parts 23 and 26. If there are discrepancies or questions regarding your form, it may be returned to you to correct and complete again.

An individual's personal net worth according to 49 C.F.R. Parts 23 and 26 includes only his or her own share of assets held separately, jointly, or as community property with the individual's spouse and excludes the following:

- Individual's ownership interest in the applicant firm;
- Individual's equity in his or her primary residence;
- Tax and interest penalties that would accrue if retirement savings or investments (e.g., pension plans, Individual Retirement Accounts, 401(k) accounts, etc.) were distributed at the present time.

Indicate on the form, if any items are jointly owned. If the personal net worth of the majority owner(s) of the firm exceeds $1.32 million, as defined by 49 C.F.R. Parts 23 and 26, the firm is not eligible for DBE or ACDBE certification. If the personal net worth of the majority owner(s) exceeds the $1.32 million cap at any time after your firm is certified, the firm is no longer eligible for certification. Should that occur, it is your responsibility to contact your certifying agency in writing to advise that your firm no longer qualifies as a DBE or ACDBE. You must fill out all line items on the Personal Net Worth Statement.

If necessary, use additional sheets of paper to report all information and details. If you have any questions about completing this form, please contact one of the UCP certifying agencies.

**Assets**

All assets must be reported at their current fair market values as of the date of your statement. *Assessor's assessed value for real estate, for example, is not acceptable.* Assets held in a trust should be included.

**Cash and Cash Equivalents:** On page 1, enter the total amount of cash or cash equivalents in bank accounts, including checking, savings, money market, certificates of deposit held domestic or foreign. Provide copies of the bank statement.

**Retirement Accounts, IRA, 401Ks, 403Bs, Pensions:** On page 1, enter the full value minus tax and interest penalties that would apply if assets were distributed as of the date of the form. Describe the number of shares, name of securities, cost market value, date of quotation, and total value in section 3 on page 2.

**Brokerage and Custodial Accounts, Stocks, Bonds, Retirement Accounts:** Report total value on page 1, and on page 2, section 3, enter the name of the security, brokerage account, retirement account, etc.; the cost; market value of the asset; the date of quotation; and total value as of the date of the PNW statement.

**Assets Held in Trust:** Enter the total value of the assets held in trust on page 1, and provide the names of beneficiaries and trustees, and other information in Section 6 on page 3.

**Loans to Shareholders and Other Receivables not listed:** Enter amounts loaned to you from your firm, from any other business entity in which you hold an ownership interest, and other receivables not listed above. Complete Section 6 on page 3.

**Real Estate:** The total value of real estate excluding your primary residence should be included on page 1. In section 4 on page 2, please list your primary residence in column 1, including the address, method of acquisition, date of acquisition, names of deed, purchase price, present fair market value, source of market valuation, names of all mortgage holders, mortgage account number and balance, equity line of credit balance, and amount of payment. List this information for all real estate held. Please ensure that this section contains all real estate owned, including rental properties, vacation properties, commercial properties, personal property leased or rented for business purposes, farm properties and any other income producing properties, etc. Attach additional sheets if needed.

**Life Insurance:** On page 1, enter the cash surrender value of this asset. In section 5 on page 2, enter the name of the insurance company, the face value of the policy, cash surrender value, beneficiary names, and loans on the policy.

**Other Personal Property and Assets:** Enter the total value of personal property and assets you own on page 1. Personal property includes motor vehicles, boats, trailers, jewelry, furniture, household goods, collectibles, clothing, and personally owned vehicles that are leased or rented to businesses or other individuals. In section 6 on page 3, list these assets and enter the present value, the balance of any liabilities, whether the asset is insured, and lien or note information and terms of payments. For accounts and notes receivable, enter the total value of all monies owed to you personally, if any. This should include shareholder loans to the applicant firm, if those exist. If the asset is insured, you may be asked to provide a copy of the policy. You may also be asked to provide a copy of any liens or notes on the property.

**Other Business Interests Other than Applicant Firm:** On page 1, enter the total value of your other business investments (excluding the applicant firm). In section 7 on page 3, enter information concerning the businesses you
hold an ownership interest in, such as sole proprietorships, partnerships, joint ventures, corporations, or limited liability corporations (other than the applicant firm). Do not reduce the value of these entries by any loans from the outside firm to the DBE/ACDBE applicant business.

**Liabilities**

**Mortgages on Real Estate:** Enter the total balance on all mortgages payable on real estate on page 1.

**Loans on Life Insurance:** Enter the total value of all loans due on life insurance policies on page 1, and complete section 5 on page 2.

**Notes & Accounts Payable to Bank and Others:** On page 1, section 2, enter details concerning any liability, including name of noteholders, original and current balances, payment terms, and security/collateral information. The entries should include automobile installment accounts. This should not, however, include any mortgage balances as this information is captured in section 4. Do not include loans for your business or mortgages for your properties in this section. You may be asked to submit copy of note/security agreement, and the most recent account statement.

**Other Liabilities:** On page 1, enter the total value due on all other liabilities not listed in the previous entries. In section 8, page 3, report the name of the individual obligated, names of co-signers, description of the liability, the name of the entity owed, the date of the obligation, payment amounts and terms. Note: Do not include contingent liabilities in this section. Contingent liabilities are liabilities that belong to you only if an event(s) should occur. For example, if you have co-signed on a relative’s loan, but you are not responsible for the debt until your relative defaults, that is a contingent liability. Contingent liabilities do not count toward your net worth until they become actual liabilities.

**Unpaid Taxes:** Enter the total amount of all taxes that are currently due, but are unpaid on page 1, and complete section 8 on page 3. Contingent tax liabilities or anticipated taxes for current year should not be included. Describe in detail the name of the individual obligated, names of co-signers, the type of unpaid tax, to whom the tax is payable, due date, amount, and to what property, if any, the tax lien attaches. If none, state “NONE.” You must include documentation, such as tax liens, to support the amounts.

**Transfers of Assets:**

**Transfers of Assets:** If you checked the box indicating yes on page 3 in this category, provide details on all asset transfers (within 2 years of the date of this personal net worth statement) to a spouse, domestic partner, relative, or entity in which you have an ownership or beneficial interest including a trust. Include a description of the asset; names of individuals on the deed, title, note or other instrument indicating ownership rights; the names of individuals receiving the assets and their relation to the transferor; the date of the transfer; and the value or consideration received. Submit documentation requested on the form related to the transfer.

**Affidavit**

Be sure to sign and date the statement. The Personal Net Worth Statement must be notarized.
DIVISION 200 – SITE PREPARATION AND EARTHWORK

201 Clearing and Grubbing
202 Removal and Disposal of Structures
203 Removal and Disposal of Underground Storage Tank Systems
205 Removal and Disposal of Existing Bridge Structures
206 Flowable Select Material
207 Stone Backfill
208 Fence Moved and Reconstructed
209 Removing and Replacing Base Course and Asphalt Surfacing
210 Excavation and Embankment
212 Subgrade
213 Shaping Roadway Section
214 Subgrade Preparation
215 Trenching and Shoulder Preparation
216 Scarifying and Recompacting Shoulders

DIVISION 300 – BASES AND GRANULAR SURFACES

301 Lime Treated Subgrade
302 Selected Material
303 Aggregate Base Course
305 Reconstructed Base Course
306 Quality Control and Acceptance
307 Cement Treated Base Course
308 Cement Stabilized Crushed Stone Base Course
309 Portland Cement Concrete Base
310 Open Graded Portland Cement Concrete Base Course

DIVISION 400 – ASPHALT PAVEMENTS

401 Prime and Tack Coats and Emulsified Asphalt in Base Course
402 Asphalt Surface Treatment
403 Materials and Equipment for Prime, Tack, and Asphalt Surface Treatments
404 Design and Quality Control of Asphalt Mixtures
405 Asphalt Concrete Hot Mix Stabilized Base Course
406 Asphalt Concrete Hot Mix Binder Course
407 Asphalt Concrete Hot Mix Surface Course
409 Materials and Equipment for Asphalt Concrete Plant Mix Courses
DIVISION 400 – ASPHALT PAVEMENTS

410 Construction Requirements and Acceptance of Asphalt Concrete Plant Mix Courses
411 Asphalt Concrete Cold Plant Mix
412 Cold Milling Asphalt Pavement
414 Asphalt Concrete Patching for Maintenance of Traffic
415 Asphalt Concrete Hot Mix Patching of Asphalt Roadway
416 Recycled Asphalt Pavement
417 Open Graded Asphalt Base Course
418 Slurry Seal

DIVISION 500 – RIGID PAVEMENT

501 Portland Cement Concrete Pavement
502 Reinforcing Steel for Pavement
503 Continuously Reinforced Concrete Pavement
504 Approach Slabs and Gutters
505 Portland Cement Concrete Driveway
506 Portland Cement Concrete Corrugations
507 Portland Cement Concrete Pavement Patching
509 Joint Rehabilitation
510 Grinding Portland Cement Concrete Pavement
511 Portland Cement Concrete Shoulder (Add-On)
512 Cleaning and Filling Joints in Existing Concrete Pavement

DIVISION 600 – INCIDENTAL CONSTRUCTION

601 Mobilization
602 Furnishing Field Offices and Laboratories
603 Maintenance of Traffic and Temporary Structures
604 Traffic Control Devices in Construction Zones
605 Concrete Ditch Paving
606 Pipe Culverts
607 Precast Reinforced Concrete Box Culverts
608 Structural Plate Pipe and Arches
609 Drop Inlets and Junction Boxes
610 Manholes, Drop Inlets, and Junction Boxes Adjusted to Grade
611 Pipe Underdrains, Outlet Protectors, and Covers
612 Pipe Siphons
613 Steel Grate Assembly
614 Concrete Spillway
615 Pavement Repair Over Culverts
616 Automatic Floodgates
617 Guardrail
618 Guard Cable
619 Fences
620 Seeding
DIVISION 600 – INCIDENTAL CONSTRUCTION

621  Temporary Erosion Control Items and Devices
622  Sod Mulch
623  Second Seeding Application
624  Solid Sodding
625  Geotextile Fabric
626  Erosion Control Matting
628  Topsoil Furnished and Placed
629  Gabions
630  Rock Buttress
631  Concrete Barrier Wall
632  Concrete Island
633  Concrete Walks, Steps and Hand Railing
634  Curbing
635  Roadway Construction Control
636  Bridge Construction Control
637  Mailboxes
638  Painting of Miscellaneous Steel
639  Guardrail Moved and Reconstructed
640  Modifying Drop Inlets and Junction Boxes
641  Wheelchair Ramps
642  Rumble Strips

DIVISION 700 – TRAFFIC CONTROL FACILITIES

701  Actuated Controller
702  Pre-timed Controller
703  Flashing Beacon Controller
704  Loop Detector
705  Loop Wiring in Duct
706  Traffic Signal Head
707  Pedestrian Signal Head
708  Traffic Signal Cable
709  Galvanized Steel Conduit
710  Non-metallic Conduit
711  Concrete Pull Box
712  Span Wire Support Pole with Foundation
713  Span Wire Assembly
714  Traffic Signal Mast Arm and Pole with Foundation
715  Traffic Signal Pedestal Pole with Foundation
716  Treated Wood Pole
717  Traffic Signal Equipment Performance Test
718  Reflectorized Paint Pavement Marking
719  Thermoplastic Pavement Marking
720  Permanent Pavement Marking Tape
721  Raised Pavement Marker
722  Plowable Pavement Marker
723  General Requirements for Signs
DIVISION 700 – TRAFFIC CONTROL FACILITIES

724  Overhead, Bridge Mounted, and Cantilever Sign Structures
725  Guide Sign
726  Standard Sign
727  Exit Number Panel
728  Delineators
729  Channel Post Sign Support
730  Breakaway Sign Support
731  Impact Attenuation Barrier
732  Crash Cushions
733  Video Detector with Radio Interface
734  Bridge End Terminal

DIVISION 800 – STRUCTURES

801  Excavation and Backfilling
802  Concrete for Structures
803  Protective Surface Treatment for Concrete
804  Reinforcing Steel for Structures
805  Piling
806  Bridge Railings
807  Steel Structures
808  Elastomeric Bearings
809  Preformed Joint Seal
810  Closed Cell Joint Filler
811  Sheet Piles
812  Bridge Name Plate
813  Dampproofing
815  Membrane Waterproofing
816  Filter Blanket and Riprap
817  Timber Bridges
818  Untreated and Treated Timber Piling
820  Cleaning and Painting Existing Structural Steel
821  Modification of Existing Bridge Structures
822  Repair and Overlay of Concrete Bridge Decks