

ACDBE/DBE ANNUAL UPDATE PACKET



Dear Business Owner:

Thank you for participating in the Salt Lake City Department of Airports Disadvantaged Business Enterprise (DBE) program! The DBE program has two certifications; Airport Concessions Disadvantaged Business Enterprise (ACDBE) and DBE certification. In accordance with federal regulation 49 Part 26.83(j), annually your firm is required to submit a No Change Affidavit on the anniversary of your certification date.

Please submit the following documents to the Salt Lake City DBE Management System portal:

- Affidavit of no Change, which states no changes in ownership have occurred.
 - Please make sure this is signed and notarized.
- Last year's federal income tax returns with all schedules or notice of tax extension if applicable.
 - Please make sure your tax returns are signed.

Your firm's No Change Affidavit is submitted through our portal:

<https://slcairport.dbesystem.com/>

Failure to provide this information may result in the suspension and/or decertification of your business as a DBE/ACDBE.

Thank you for your continued interest in the DBE/ACDBE program. If you need any additional assistance with your renewal, please contact:

Ava Cabey, Airport Planning DBE Coordinator

Avac.Cabey@slcgov.com

(801) 575-2374

Salt Lake City Department of Airports
“NO CHANGE” Affidavit for Continuing
ACDBE and DBE Certification

---This form must be signed by each disadvantaged owner and notarized---

I, _____,		_____	
Name		Title	
of _____			
Firm Name			
Mailing Address _____		City _____	State _____ Zip _____
Street Address (if different) _____			
Phone Number _____	Fax Number _____	Cell Number _____	
E-Mail Address _____			

Any misrepresentation made in this Affidavit will be grounds for initiating proceedings to remove your firm’s DBE or ACDBE certification status with the Utah Unified Certification Program. If your firm does not meet the eligibility criteria to be certified as a DBE or ACDBE and attempts to participate in the DBE/ ACDBE program based on false, fraudulent, or deceitful representations, the U. S. Department of Transportation may initiate suspension or debarment proceedings against your firm, and other enforcement action may be taken against you including referral for prosecution under applicable Federal and State statutes.

As required by Title 49, Code of Federal Regulations (CFR) Part 26, Subpart E, Section 26.83(j), I, do hereby swear that there have been no changes in my firm's structure or operations since my last certification or review by the Salt Lake City Department of Airports that would affect my ability to meet all DBE or ACDBE eligibility requirements regarding size, disadvantaged status, ownership, or control found in 49 CFR 26. I certify that there have been no material changes to the information provided in that last application, except for those about which I have already notified Salt Lake City Department of Airports in writing.

I also certify that my personal net worth, excluding equity in my primary residence and applicant business, does not exceed \$1.32 million.

In addition, I affirm that my firm continues to meet SBA business size criteria for small business concerns, and that my firm's average annual gross receipts over the previous three fiscal years do not exceed \$30.70 million (DBE) or \$56.42 million (ACDBE). **I am enclosing a copy of my firm's last year's tax return, with all schedules and attachments, to document this.**

Owner's Signature _____ Date: _____

NOTARY PUBLIC INFORMATION

State of _____ }

County of _____ }

On this _____ day of _____, _____, before me appeared the above-named individual to me personally known, who being duly sworn, did execute the foregoing affidavit and did state that he/she/they was/were properly authorized to execute this affidavit and did so as a free act and deed.

(Seal/Stamp)

Notary Public

Commission Expires