

# Disadvantaged Business Enterprise (DBE/ACDBE) Program Affidavit: Continuing Eligibility

## DECLARATION

This declaration is executed under penalty of perjury of the laws of the United States and State of Florida.

PRINT NAME AND TITLE OF MAJORITY DISADVANTAGED OWNER: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

MAILING ADDRESS (If different): \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

You **must** include the following with this affidavit:

1. A **complete** business tax return for the current year. This may take the form of a Schedule 1120, 1120S or C. *You must include the gross receipts of any and all affiliate businesses together with their respective tax returns.*
2. An up-to-date Statement of Personal Net Worth (1 copy enclosed) for each owner claiming disadvantaged individual status.
3. A **complete** current year personal tax return for each owner claiming disadvantaged individual status.
4. Copies of all current business, occupational and professional licenses that have been renewed since the last time an affidavit or DBE application was submitted.
5. Complete support documentation for any affirmative or "YES," response to items 2 or 4 of this affidavit.

**Failure to submit this affidavit, by the Anniversary Date, and/or failing to provide all required support documentation by the Anniversary Date, will result in the initiation of de-certification procedures against the firm.**

**Affidavit of Continuing Eligibility must be returned to:**

Greater Orlando Aviation Authority  
Small Business Development  
5850-B Cargo Road  
Orlando, Florida 32827

1. DBE FIRM'S GROSS RECEIPTS (most recent complete year): \$ \_\_\_\_\_.
2. HAS THERE BEEN A CHANGE IN OWNERSHIP THIS PAST YEAR? YES \_\_\_ NO \_\_\_ (If "yes," you must submit proof of investment; documents indicating race, gender, ethnicity and citizenship status; stock certificates, partnership agreements, Corporate Meeting Minutes etc. reflecting said changes for all new owners.)
3. DOES THE PERSONAL NET WORTH (PNW) OF ANY DISADVANTAGED OWNER EXCEED \$750,000? YES \_\_\_ NO \_\_\_ (If "yes," identify the owner(s)) *Personal Net Worth excludes your personal residence and the value of the DBE firm. Include all non-DBE business property, furnishings, jewelry, guns, stocks, bonds, IRAs, livestock, etc.)*
4. HAS THERE BEEN A CHANGE IN MANAGEMENT? (Include Board of Directors for Corporations) YES \_\_\_ NO \_\_\_ (If "Yes," you must provide the names of new management staff and a description of their duties and responsibilities.)

I understand that any material misrepresentation will be grounds for de-certification, and for initiation of actions under Federal and/or State laws regarding the making of false statements.

I hereby certify there have been no material changes to the information provided with this firm's most recent complete application for DBE certification, except those heretofore or herein conveyed in writing.

\_\_\_\_\_  
*(Owner's Printed Name)*

\_\_\_\_\_  
*(Owner's Printed Signature)*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
 by \_\_\_\_\_.  
*(Affiant's Printed Name)*

He/She is personally known to me or has produced \_\_\_\_\_ as identification.  
*(Type of Identification)*

\_\_\_\_\_  
*(Signature of Notary)*

\_\_\_\_\_  
*(Notary's Printed Name)*

STATE OF \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# COMPLETING AN UP-TO-DATE PERSONAL NET WORTH STATEMENT (PNW)

(These Statements Are Not Subject To Public Disclosure)

**All owners claiming disadvantaged status MUST submit an up-to-date Personal Net Worth Statement, and support it, by providing complete (all schedule) signed copies of their last three Federal Individual Income Tax Returns (1040) filed with the Internal Revenue Service (if you are submitting this PNW Statement as part of your Annual Affidavit, you need only provide your most current tax return).**

A Current Personal Net Worth form **must** be completed by all owners claiming disadvantaged status.

You **must** complete all asset and liability sections (1 through 12) and transfer the totals from each section to the **Net Worth Summary Page**. For any section where no asset or liability exists, you may indicate “*Not Applicable,*” and enter zero(s) on the summary page. If you require more space in any section, attach additional sheets, and reference the appropriate section number and heading.

**OWNERS NAME** \_\_\_\_\_

**PERSONAL NET WORTH AS OF** \_\_\_\_\_

**If any asset or liability is jointly held, you, the disadvantaged individual, need only reflect the value of your share.**

### SECTION 1: CASH ON HAND & IN BANKS

This is the total amount of your cash on hand, which includes funds deposited in financial institutions, both U.S. and Foreign. This includes, but is not limited to funds accumulated in savings accounts, checking accounts, certificates of deposit and money market accounts.

NAME OF FINANCIAL INSTITUTION	ACCOUNT TYPE	OWNERSHIP %	AMOUNT
<b>CASH</b>			

**TOTAL CASH (Summary Line 1):** \$ \_\_\_\_\_

### SECTION 2: IRA OR OTHER RETIREMENT ACCOUNTS

Individual and other retirement accounts include any fund representing an IRA, an employer/employee funded program such as a 401K or any other retirement plan. This includes the individual and employer contributions made to the plan.

NAME OF COMPANY OR INSTITUTION HOLDER	CURRENT VALUE

**TOTAL RETIREMENT ACCOUNTS (Summary Line 2)** \$ \_\_\_\_\_

**SECTION 3: LIFE INSURANCE, CASH SURRENDER VALUE ONLY**

The cash surrender value of any life insurance policies you own. Indicate any loans against the policies.

COMPANY NAME	CASH VALUE	LOAN AMOUNT

TOTAL CASH VALUE (Summary Line 3) \$ \_\_\_\_\_

TOTAL LOANS OUTSTANDING (Summary Line 13) \$ \_\_\_\_\_

**SECTION 4: STOCKS, BONDS, AND OTHER SECURITIES**

List the value of your investment in stocks, bonds, securities, and any other investments not covered in previous sections.

TRUSTEE OR BROKERAGE ACCOUNT	OWNERSHIP %	MARKET VALUE

TOTAL STOCKS, BONDS, & SECURITIES (Summary Line 4) \$ \_\_\_\_\_

**SECTION 5: INVESTMENT VALUE OF OTHER BUSINESSES**

If you own at least 5% of another business, you have a qualifying investment. You must provide information on the current market value of your ownership interest in the business(es). Use the most recent financial statement to determine the value of your investment in the business(es).

NAME OF OTHER BUSINESS	CURRENT VALUE OF YOUR OWNERSHIP

TOTAL VALUE OF OWNERSHIP (Summary Line 5) \$ \_\_\_\_\_

**SECTION 6: REAL ESTATE**

Excluding your primary residence, all other residential and business property at current market value. This includes, but is not limited to, rental homes, condos, beach homes, and second homes as investments, personal property leased or rented for business purposes, farm properties or any other income producing land or property. List any first and second mortgages against this real estate. (Describe on a separate sheet)

MORTGAGEE	TYPE OF USE	OWNERSHIP %	PROPERTY VALUE	MORTGAGE BALANCE

TOTAL REAL ESTATE (Summary Line 6) \$ \_\_\_\_\_

MORTGAGE LOAN(S) (transfer total to line 14 summary) \$ \_\_\_\_\_

**SECTION 7: PERSONAL VEHICLES**

List all personal autos, trucks, boats, and recreational vehicles owned at current market value. Include personally owned vehicles that are leased or rented to businesses or other individuals. Include any loan balances against these personal vehicles.

YEAR AND DESCRIPTION	OWNERSHIP %	CURRENT VALUE	NOTE BALANCE

TOTAL VALUE (transfer to line of 7 summary) \$ \_\_\_\_\_

TOTAL LOAN BALANCE (Summary Line 12) \$ \_\_\_\_\_

**SECTION 8: OTHER PERSONAL PROPERTY**

Includes personal property items such as household goods, computers, electronic equipment, jewelry, antiques and collections, etc. at current market value. You must retain your compilation, but you need only provide the total below. Calculate only the value of your share of ownership. For example, if the total value is \$100, and your share is one-half, you would list \$50 as the Total.

TOTAL OTHER PERSONAL PROPERTY (Summary Line 8) \$ \_\_\_\_\_

**SECTION 9: OTHER ASSETS**

The market value of any other assets you own that do not fit into one of the foregoing sections.

DESCRIPTION OF ASSETS	VALUE

TOTAL OTHER ASSETS (Summary Line 9) \$ \_\_\_\_\_

**SECTION 10: ACCOUNTS PAYABLE**

Includes credit card debt and store accounts not associated with the applicant firm, and other accounts payable by you personally. Do not include payables listed in other sections.

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT

TOTAL ACCOUNTS PAYABLE (Summary Line 10) \$ \_\_\_\_\_

**SECTION 11: NOTES PAYABLE**

Include the current balances of any personal loans that are not reflected elsewhere in this document and other personal debt guaranteed by your signature. Shareholder loans must be in the form of a written agreement, with defined interest and a repayment schedule.

DESCRIPTION OF LOAN	AMOUNT

**TOTAL NOTES PAYABLE (Summary Line 11) \$** \_\_\_\_\_

**SECTION 12 UNPAID TAXES**

Include your portion of any obligation for unpaid taxes, i.e. Federal, state, or county property assessments.

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT

**TOTAL UNPAID TAXES (Summary Line 15) \$** \_\_\_\_\_

**SECTION 13: OTHER LIABILITIES**

Include your share of any liability not previously accounted for in this statement. **DO NOT** include contingent or deferred liabilities.

DESCRIPTION	AMOUNT

**TOTAL OTHER LIABILITIES (Summary Line 16) \$** \_\_\_\_\_

**A. Has the owner transferred any assets to the spouse or another individual or established trust accounts within the past two years?     Yes    No    (If Yes, provide a statement describing the items transferred and market cost. Provide a copy of written documents applicable.)**

