

SMALL BUSINESS ENTERPRISE CONCESSION (SBEC) CERTIFICATION FORM

A firm that wishes to participate as a Small Business Enterprise Concession (SBEC) at San Francisco International Airport (SFO) may apply for certification by submitting a **SMALL BUSINESS ENTERPRISE CONCESSION (SBEC) CERTIFICATION FORM** along with all required attachments at least **15 days prior to the proposal due date**.

Firms applying for certification as an SBEC must provide all required information and documentation necessary to verify that they meet the SBEC requirements.

SBEC certification is trade-specific. Firms will only be eligible to propose for SBEC opportunities if the available opportunity aligns with the firm's approved trade(s) and if the firm will be performing the type of work for which they have been certified. Each SBEC will be approved for specific types of work they may perform.

SBEC Certification is valid for one year from the date of the SBEC Certification letter.

APPLICATION REVIEW:

By submitting an application, the applicant acknowledges and agrees that the information may be reviewed by SFO staff and consultants.

QUALIFICATION:

There are two SBEC Tiers: Tier One and Tier Two. Opportunities for small businesses will be designated as either a Tier One or a Tier Two opportunity at the time of solicitation.

SBEC Tier One Definition

- A Small Business Enterprise Concession (SBEC) for a Tier One airport concession opportunity is defined as a for-profit business that does not exceed \$7.5 million in gross receipts, averaged over the most recent five-year period, including affiliate gross receipts. An affiliate is defined in accordance with Section 3 of the Small Business Act and Small Business Administration regulations (13 CFR Part 121).
- An SBEC firm must be owned by a U.S. citizen(s) or lawfully admitted resident(s) whose personal net worth does not exceed \$2.047 million, excluding the owner's equity in the applicant business, their primary residence, and retirement assets. When evaluating the size of a firm, all affiliates of the applicant firm are considered.

SBEC Tier Two Definition

- A Small Business Enterprise Concession (SBEC) for a Tier Two airport concession opportunity is defined as a for-profit business that does not exceed \$56.42 million in gross receipts, averaged over the most recent five-year period, including affiliate gross receipts. The definition of affiliate follows Section 3 of the Small Business Act and Small Business Administration regulations (13 CFR Part 121).
- An SBEC firm must be owned by a U.S. citizen(s) or lawfully admitted resident(s) whose personal net worth does not exceed \$2.047 million, excluding the owner's equity in the applicant business, their primary residence, and retirement assets. When evaluating the size of a firm, all affiliates of the applicant firm are considered.

Personal Net Worth:

- Personal net worth is the net value of an individual's assets after deducting total liabilities. It does not include:
 - The individual's ownership interest in an applicant or participating SBEC firm
 - The individual's equity in his or her primary place of residence.
 - An individual's personal net worth includes only his or her own share of assets held jointly with the individual's spouse.
 - <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/new-dbe-personal-net-worth-statement>

Certification Exemption for ACDBE-Certified Firms

- Firms currently certified by the California Unified Certification Program (CUCP) as an Airport Concession Disadvantaged Business Enterprise (ACDBE) are automatically considered Tier Two SBECs.
- These firms are not required to complete the SBEC certification if they are applying only as a Tier Two SBEC. However, all firms applying for Tier One SBEC certification must complete the SBEC certification and submit all required documents.

APPLICATION INFORMATION

Application Type

☐ Tier One SBEC

☐ Tier Two SBEC

Are you currently certified by the CUCP as an ACDBE?

☐ Yes ☐ No

A. CONTACT INFORMATION

(1) Applicant Name and Title	(2) Legal name of firm			
Name: Title:				
(3) Phone # ()	(4) Cell Phone # ()			
(5) E-mail	(6) Website			
(7) Street address of firm	City	County	State	Zip
(8) Mailing address of firm (<i>if different</i>)	City:	County	State	Zip

B. BUSINESS PROFILE

(9) Describe the primary activities of your firm	(10) NAICS Code(s) or Trade(s)
(11) List all owners of the firm and each owner's percentage ownership:	
Owner 1:	Ownership %:
Owner 2:	Ownership %:
Owner 3:	Ownership %:
Owner 4:	Ownership %:
(Attach additional pages if needed.)	

(12) Number of employees:		
Full-time:	Part-time:	Total:
(13) Gross receipts for the last 5 years (Attach tax returns for each year)	Year:	Total Receipts: \$
	Year:	Total Receipts: \$
	Year:	Total Receipts: \$
	Year:	Total Receipts: \$
	Year:	Total Receipts: \$
(14) Gross receipts for all *affiliates for the last 5 years (Attach tax returns for all affiliate firms for the last 5 years)	Year:	Total Receipts: \$
	Year:	Total Receipts: \$
	Year:	Total Receipts: \$
	Year:	Total Receipts: \$
	Year:	Total Receipts: \$
* Affiliation has the same meaning the term has in the Small Business Administration (SBA) regulations, 13 CFR part 121, except that the provisions of SBA regulations concerning affiliation in the context of joint ventures (13 CFR 121.103(h)) do not apply.		

C. REQUIRED ATTACHMENTS FOR ALL TIER ONE APPLICANTS AND FOR TIER TWO APPLICANTS NOT CERTIFIED BY THE CUCP AS AN ACDBE:

☐ Most recent 5 years of tax returns for the applicant firm

☐ Most recent 5 years of tax returns for all affiliates¹

¹ Affiliation has the same meaning the term has in the Small Business Administration (SBA) regulations, [13 CFR part 121](#), except that the provisions of SBA regulations concerning affiliation in the context of joint ventures ([13 CFR 121.103\(h\)](#)) do not apply. An explanation of affiliation may be found at: https://www.sba.gov/sites/default/files/2023-04/AFFILIATION%20GUIDE_Updated%203-2023_508%20%283%29.pdf

- ☐ Most recent 3 years of personal tax returns for the firm's owner(s)
- ☐ Personal Financial Statement for owner(s) of a minimum of 51% percent of the firm

For firms certified by the CUCP as an ACDBE:

- ☐ No application or supporting documents are required for Tier Two SBECs.
- ☐ All Tier One SBEC applicants must submit the application and required documents.

D. SBEC DIRECTORY LISTING

Would you like your firm to be listed publicly in the SBEC directory? ☐ Yes ☐ No

Print Name

X _____

Signature of Authorized Representative

Please send SBEC certification forms to SFO's Social Impact Office at smallbusiness@flysfo.com.

AFFIDAVIT

This form must be signed by the owner(s) of a minimum of 51% of the firm upon which the SBEC status is relied.

I _____ (print full name), swear or affirm under penalty of law that I am (title) of _____ (firm name) and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted 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.

I recognize that the information submitted in this application is for the purpose of verifying the information provided herein to determine the named firm's eligibility as an SBEC as defined by SFO.

I agree to provide a written notice to the approving agency of any material change in the information contained in the original application within 30 calendar days of such change. (e.g., ownership, address, telephone number, size standards including gross receipts).

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.

PURSUANT TO 28 USC § 1746: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA THAT THE FOREGOING IS TRUE AND CORRECT.

Signature: _____ Date: _____