

## **Wayne County Airport Authority SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION APPLICATION Program Overview**

The Wayne County Airport Authority (WCAA) Small Business Enterprise (SBE) Program is an Authority-wide initiative governed by the WCAA Procurement & Contracting Ordinance. It was created to increase the number of opportunities available to small businesses within the Southeast Michigan area, on non-federally funded Airport Authority contracts. Under this program, SBE participation is encouraged through the use of the following mechanisms:

1. SBE Percentage Goals;
2. SBE Equalization Credits; and
3. SBE Development Contracts.

Firms may take advantage of these benefits by submitting an application for WCAA SBE certification to [business.diversity@wcaa.us](mailto:business.diversity@wcaa.us) and meeting the certification eligibility requirements listed below:

1. Independently owned and operated business headquartered within the Air Trade Area (Michigan counties: Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne); that has
2. Operated as a business entity for a minimum of 1 year; with
3. Average annual gross receipts over the most recent 3-year period OR average number of employees in the preceding completed 12 calendar months (where applicable) that do not exceed the U.S. Small Business Administration (SBA) Size Standards.

**NOTE:** Firms intending to be counted as an SBE for equalization credit purposes must be certified as a WCAA SBE by the solicitation submission deadline.

*The objective of the reciprocity process is to ensure that firms who hold a valid certification as a small business enterprise or equivalent from any Public Agency and are located within the Air Trade Area are granted the mutual benefit of SBE status with the Airport Authority (at the discretion of the SBE Programs Administrator). Firms choosing to take advantage of the reciprocity process to become SBE Certified with the Airport Authority must complete the Mini-Application and Affirmative Statement provided herein.*

### **Required Document Checklist:**

Completed Small Business Enterprise (SBE) Mini Certification Application

Proof of location of business headquarters or principal place of business within the Michigan counties of Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, or Wayne, such as a deed or lease agreement.

Copy of the small business certification being used to obtain WCAA SBE reciprocity (acceptable forms listed below):

Disadvantaged Business Enterprise (DBE) and/or Airport Concessions DBE (ACDBE)

U.S. Small Business Administration: 8(a) HUBZone Small Disadvantaged Business

MDOT SBE

Detroit SBE

Wayne County SBE

Signed Affirmative Statement

**Submit all Required Documents to: [business.diversity@wcaa.us](mailto:business.diversity@wcaa.us)**

**For additional information:**

Visit <http://www.wcaa.us/Business/SBEProgram.aspx> or call (734) 247-7900

**Wayne County Airport Authority**  
**SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION APPLICATION**

**MINI APPLICATION**

New Applicant

Recertification

VENDOR INFORMATION		
Company name:		Federal Tax ID Number:
Headquarter Address:		County:
City:	State:	ZIP Code:
Phone:	Fax:	Website:
Authorized Contact Name:		Contact Title:
Contact Phone:	Contact Fax:	Contact E-Mail:
Other Business Address(es) (if applicable):		County:
City:	State:	ZIP Code:
Phone:	Fax:	Website:

BUSINESS INFORMATION							
Date firm became active and operational:				Type of Industry:			
Average number of employees for the past 12 months:							
Describe the primary activities of your firm:							
List the North American Industrial Classification System (NAICS) Code(s) (found at <a href="http://www.census.gov/eos/www/naics/">http://www.census.gov/eos/www/naics/</a> ) applicant firm intends to be SBE certified under and corresponds with the products and/or services your firm can provide to the Airport Authority.							
NAICS 1	NAICS 2	NAICS 3	NAICS 4	NAICS 5	NAICS 6	NAICS 7	NAICS 8
List the three (3) largest contracts completed by your firm in the three (3) most recent years:							
<u>Name of Owner/Contractor</u>		<u>Name/Location of Project</u>			<u>Type of Work Performed</u>		<u>Value of Contract</u>
1)							
2)							
3)							

**AFFIRMATIVE STATEMENT**

*For a firm to be considered for Wayne County Airport Authority (Airport Authority) SBE Certification, this form must be signed by an authorized representative and returned.*

I, \_\_\_\_\_ (printed full name) affirm under penalty of law that I am \_\_\_\_\_ (position title) of applicant firm \_\_\_\_\_.

I affirm that I understand all of the requirements in this SBE Reciprocity Application and attest that all of the responses and statements in this Affirmative Statement are true and correct. I recognize that the information submitted in this Affirmative Statement is for the purpose of approval by the Airport Authority for participation in the SBE Program. I understand that the Airport Authority may, by means it deems appropriate, determine the accuracy and truth of the statements in the SBE certification for the purpose of verifying the applicant firm's eligibility.

I agree to submit to audit, examination and review of books, records, documents and files, in whatever form they exist, of the applicant firm and its affiliates, inspection of its place(s) of business, and to permit interviews of its principals, agents, and employees in connection with this SBE certification and if applicable, with participation in the Airport Authority SBE Program. I understand that refusal to permit such inquiries shall be grounds for denial of SBE certification and/or revocation of SBE certification, if previously granted.

If awarded a contract or subcontract, I agree to promptly and directly provide the prime contractor, if any, and the Airport Authority 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 acknowledge and agree that any misrepresentations in this Affirmative Statement will provide the Airport Authority with grounds for: (a) terminating any Airport Authority contract to which this Mini-Application relates, or any subcontract to an Airport Authority contract to which this Mini-Application relates; (b) denial or revocation of SBE certification; (c) debarment from Airport Authority contract awards; and (d) initiating action under federal and/or state law concerning false statements, fraud or other applicable offenses.

I affirm that the applicant firm meets the following criteria: (1) business headquarters or principal place of business is located within one of the following Michigan counties: Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, or Wayne; (2) average annual gross receipts/employees over the most recent three-year period does not exceed Small Business Administration (SBA) Size Standards; and (3) has been in business for a minimum of one (1) year. I certify that I will notify the Airport Authority Procurement Department within thirty (30) calendar days in the event that my firm no longer meets the criteria of this Affirmative Statement or of any changes to the information reported in the SBE certification. I understand that failure to notify the Airport Authority Procurement Department within thirty (30) Calendar days of any such change may result in revocation of certification as an SBE.

I further certify that I have the authority to execute this affidavit and give the above assurances.

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_