



# INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue  
Room N750  
Indianapolis, Indiana 46204

PHONE: (317) 518-9288

**Eric Holcomb, Governor**  
**Joe McGuinness, Commissioner**

## CHANGE IN DBE UTILIZATION NOTIFICATION

INDOT Contract: \_\_\_\_\_

This notification is to inform you that there has been a reduction or elimination of items on the above referenced contract for which your firm was to participate. As a result, the commitment made to your firm on the Affirmative Action Certification will be reduced accordingly. Per federal regulation, we are required to notify you of this reduction and inform you that you have five (5) business days to respond to this notice with or without objection.

Reason for Reduction/Elimination:

\_\_\_\_\_  
(Name of Prime Contractor) (Signature of Authorized Representative) (Date)

Please indicate your response by selecting one of the following two options:

- I do not object to the reduction
- I do object to the reduction for the following reason(s):

\_\_\_\_\_  
(Name of DBE) (Signature of Authorized Representative) (Date)

EEO Verification (For INDOT Use Only):

\_\_\_\_\_  
(Name of INDOT EEO Officer) (Signature of INDOT EEO Officer) (Date)

Please send the completed Change in DBE Utilization Notification form to  
[DBEChange@indot.in.gov](mailto:DBEChange@indot.in.gov)

**Additional required information to be completed by the EEO Officer**

Prime Contractor:

Contact Name:

Address:

Phone Number:

E-mail Address:

DBE Subcontractor:

Contact Name:

E-mail Address:

Contract Letting Date:

Contract Completion Date:

Contract DBE Goal:

Dollar amount to be affected by this change:

If the dollar amount is unknown, please write "unknown", otherwise be specific with the amount.

Please document any "Good Faith Efforts" associated with the change:

Ensure that all of the boxes have been filled out, and signed by the Prime Contractor, DBE Subcontractor, and the District EEO Officer