



INDIANA DEPARTMENT OF TRANSPORTATION

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Michael R. Pence, Governor
Brandye L. Hendrickson,
Commissioner

Dear Indiana DBE:

On July 11, 2016 the Indiana Department of Transportation's Economic Opportunity Division ("INDOT EOD") will launch its new electronic certification database named the INDOT Application for DBE/ACDBE Certification ("IADC"). This custom-built database replaces an outdated Microsoft Access tool and will allow for more efficient processing of new applications, amendments and no change affidavits, streamlined record retention and a transition away from paper records.

What Do I Need To Do Now?

For now, the **only** thing current DBE's need to do is register **both** your business and all individuals who are authorized on behalf of your business to process the "No Change Affidavit" or any potential amendment in the Indiana Technical Assistance Pathway ("ITAP"). ITAP will serve as the gateway and host for the IADC. Completing this step now will make it easier to process your No Change Affidavit when your month for completion arrives. Detailed instructions for ITAP can be found here: <https://itap.indot.in.gov/login.aspx>. Technical support for ITAP can be found here by clicking the question mark and selecting the area of assistance.

What Are My Next Steps?

Beginning in August 2016 and continuing through July 2017, INDOT EOD staff will personally contact the listed majority owner of your business to verify your data in IADC on the month that your company's "No Change Affidavit" is due. This ensures that data was transferred accurately between systems. After that phone call, you will be required to log into IADC, complete your "No Change Affidavit", and upload any necessary documents into the system. Once those documents are processed, and assuming your business continues to meet all qualifications required under the DBE/ACDBE program, you will receive an email containing a copy of your DBE/ACDBE Certificate. The certificate does not contain an expiration date as the best practice for verifying certification status is to check the DBE Directory located here: <https://entapps.indot.in.gov/DBELocator/>.

That's it! As with anything new, we anticipate that there may be a few bumps in the road with this transition, and are here to assist you if that occurs. A detailed user guide for IADC will be available on our website as of July 12, 2016 and we strongly encourage you to utilize that guide prior to calling or emailing. Ultimately, the new system will be a faster and more efficient way to do business with you, our stakeholders. Best of luck in your continued success.

Sincerely,

Elizabeth Kiefner Crawford
Director, Economic Opportunity Division
INDOT