



# INDOT Application for DBE/ACDBE Certification

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Version 1.0

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# System Set Up

## Logging In

Firms access the INDOT Application for DBE/ACDBE Certification through the INDOT Technical Application Pathway (ITAP). The ITAP web address is <http://itap.indot.in.gov>. First the Firm must be registered in the system, and then Firm Employees can be added to the firm. See instructions for using ITAP on the ITAP Login screen. Once logged in, please request the DBE/ACDBE application in ITAP to access the system.

ITAP - Login

INDOT Employees  Others

User Name [Forgot User Name?](#)

SWINGFIELD

Password [Forgot Password?](#)

\*\*\*\*\*

Login

For external users this portal serves the following business processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFP's - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)

Do you need to apply for a user account? [Complete a user enrollment form.](#)

Supported browsers are: IE Version 7.0 and 8.0 (for any later version, turn on compatibility mode), Firefox 3.0 version and later. Please contact [ITAP Support](#) for any questions.

Indiana Department of Transportation

INDOT Employees or any customers already enrolled in ITAP should enter their state network Username and Password. Please request the DBE/ACDBE application in ITAP to access the system.

## Logging Off

To log out of the system, click on the **Log off** text in the upper right corner of the screen. The **Log off** button turns green when the cursor moves over the text.

Application for DBE/ACDBE Certification

Indiana Department of Transportation

My Application **Log off**

APPLICANT PORTAL  
ECONOMIC OPPORTUNITY DIVISION  
DBE/ACDBE CERTIFICATION APPLICATION

Welcome Sarah Wingfield!!!

The User is taken to the Log in screen. Enter your ITAP Username and Password to re-enter the site.

Application for DBE/ACDBE Certification  
Indiana Department of Transportation  
ECONOMIC OPPORTUNITY DIVISION  
DBE/ACDBE CERTIFICATION APPLICATION  
Log in

Login

Username  
dot\swingfield

Password  
\*\*\*\*\*

Log in

Welcome to Economic Opportunity Division (EOD)

Indiana Department Of Transportation  
16 Address: Database: EOD

## Roles and Permissions

Users are assigned Roles and Tokens, giving them permissions to certain site features. Users without permissions to certain features see grayed out records and options (or no options/icons at all) on those screens.

## The Header

At the top of every screen in the DBC/ACDBE Certification system is a Header Bar. In addition to providing links to the **My Application** section and a way to **Log off**, there are also always links to **Home**

 , **Help**  and **Email the Administrator** .



Click the **Home**  icon to return to the Home screen.

Click **Help**  to open up the Help document.

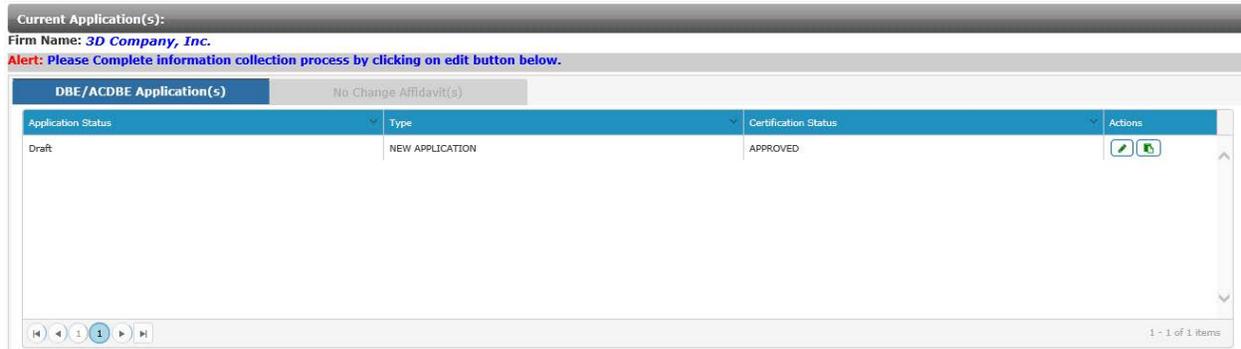
Click **Email the Administrator**  to send an email to the site Administrator with questions.

## Table Tools

Certain features are the same any time a table is used in the DBE/ACDBE Certification application. These include navigating using Panel Pages, the Items on a Panel Page, Hyperlinks, Sorting, Columns and Filtering.

### Panel Pages

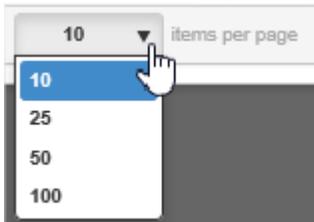
Use the **Next**  and **Previous**  buttons to navigate to subsequent pages or click the **End**  or **Beginning**  buttons to jump to the very last or very first page.



### Items on each Panel Page

By default, Panels display 10 Items per Page. However, this may be changed.

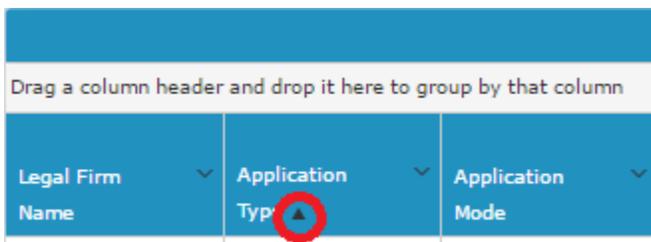
Click on the **Items per Page** dropdown and select 10, 25, 50, 100, 500 or 1000 from the list.



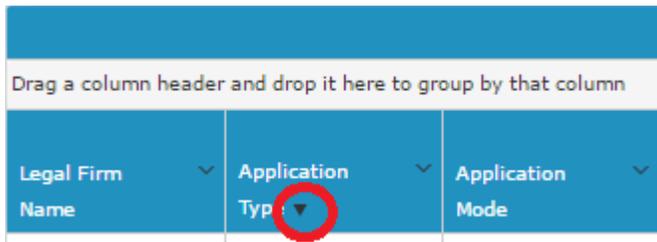
### Sorting

Data in Panels may be sorted in ascending or descending order numerically (smallest to largest or largest to smallest), alphabetically (A to Z or Z to A) or by date and time (oldest to newest or newest to oldest).

Click on the column heading of the field to be sorted. In the example below, the table is sorted by the Application Type (ascending) by clicking once on the Status column heading. A triangle indicating the direction of the sort appears next to the column heading.



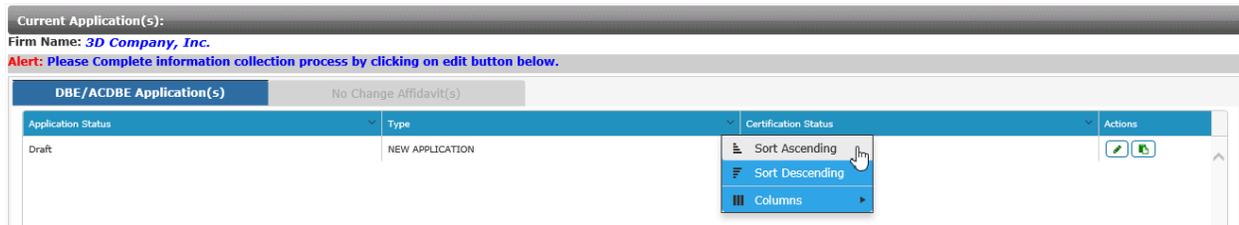
To res-sort (descending), click again on the column heading.



By default, Panels display sorted by the first column.

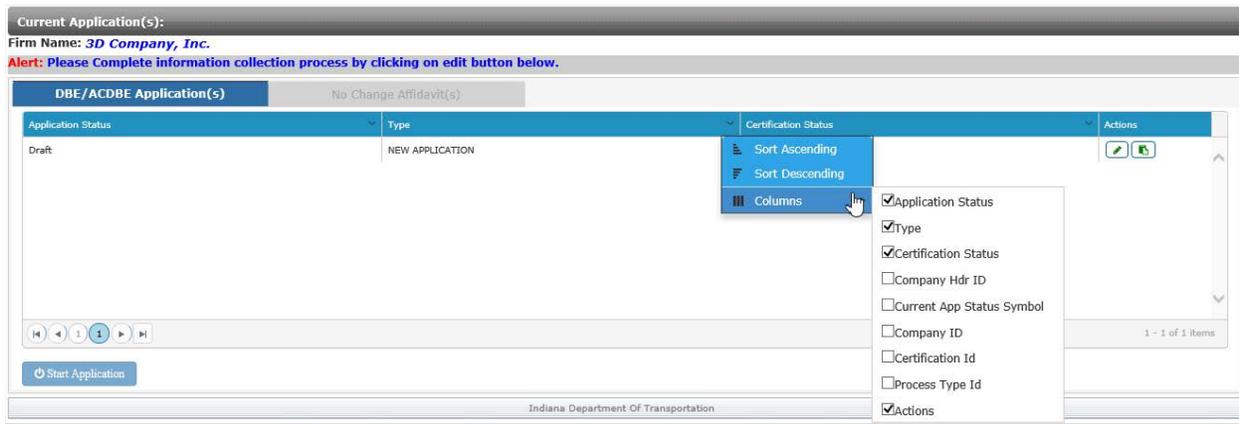
Sorts are not saved. The next time the Panel is opened, it is sorted by the first column.

Columns can also be sorted by clicking on the small arrow in the far right of the column to display the dropdown menu. Select to **Sort Ascending** or **Sort Descending**. Click on the arrow again to display the menu again and change the sort.



## Columns

Users can control which columns display in a table by clicking on any of the column headings. Hover over **Columns** submenu to display a list of all available columns to display for a Table. Any columns currently on display have a check mark in the check box to the left of the column name. Click in an empty check box to make the column visible. Click in any box with a check mark to remove the check mark and hide the column.



Column display selections are not saved. The next time the Panel is opened, all default columns display.

## Home Screen

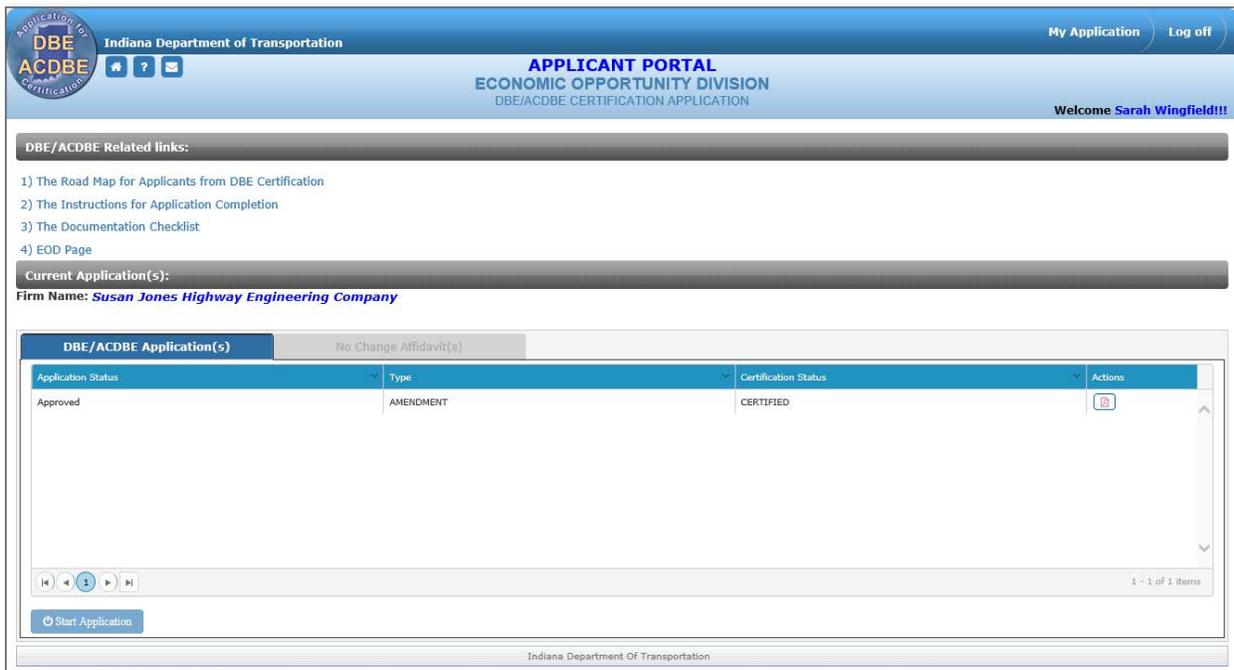
The DBE/ACDBE Application Portal home screen displays basic information about the Uniform Certification Application and the Economic Opportunity Division. Click the blue **About the Division** text to open the Economic Opportunity Division webpage in a new window. Click **My Application** to go to the application section.



The screenshot shows the home screen of the DBE/ACDBE Application Portal. The header includes the Indiana Department of Transportation logo, navigation icons, and the text "Application for DBE/ACDBE Certification". The main header area displays "APPLICANT PORTAL ECONOMIC OPPORTUNITY DIVISION DBE/ACDBE CERTIFICATION APPLICATION" and a welcome message "Welcome Sarah Wingfield!!!". The central content area features the title "UNIFORM CERTIFICATION APPLICATION" and "INDIANA DBE CERTIFICATION PROGRAM" with the Indiana Department of Transportation logo. Below this, a "Welcome to the EOD." message is followed by a red-bordered button labeled "About the Division". A "My Application" button is also visible in the top right corner of the header area.

## My Application

The My Application screen displays DBE/ACDBE Related Links as well as a list of any Current Applications.



The screenshot shows the "My Application" screen. The header is identical to the home screen. Below the header, there is a section titled "DBE/ACDBE Related links:" containing a list of four links: "1) The Road Map for Applicants from DBE Certification", "2) The Instructions for Application Completion", "3) The Documentation Checklist", and "4) EOD Page". Below this is a section titled "Current Application(s):" with the firm name "Susan Jones Highway Engineering Company". The main content area displays a table of applications:

| Application Status | Type      | Certification Status | Actions |
|--------------------|-----------|----------------------|---------|
| Approved           | AMENDMENT | CERTIFIED            |         |

At the bottom of the table, there are navigation controls and a "Start Application" button. The footer of the page includes the text "Indiana Department Of Transportation" and a small address line.

## DBE/ACDBE Related Links

The **DBE/ACDBE Related Links** section provides a list of useful links. Click on the blue title of the relevant topic to open a new internet window with the linked information.

**DBE/ACDBE Related links:**

- 1) [The Road Map for Applicants from DBE Certification](#)
- 2) [The Instructions for Application Completion](#)
- 3) [The Documentation Checklist](#)
- 4) [EOD Page](#)

The selected topic information opens in a new window.

Please fill out the following form. You cannot save data typed into this form.  
Please print your completed form if you would like a copy for your records.

Tools Sign Comment Highlight Existing Fields

 Appendix F

**UNIFORM CERTIFICATION APPLICATION**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE) /**  
**AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE)**  
**49 C.F.R. Parts 23 and 26**

*Roadmap for Applicants*

**1. Should I apply?**  
You may be eligible to participate in the DBE/ACDBE program if:

- The firm is a for-profit business that performs or seeks to perform transportation related work (or a concession activity) for a recipient of Federal Transit Administration, Federal Highway Administration, or Federal Aviation Administration funds.
- The firm is at least 51% owned by a socially and economically disadvantaged individual(s) who also controls it.
- The firm's disadvantaged owners are U.S. citizens or lawfully admitted permanent residents of the U.S.
- The firm meets the Small Business Administration's size standard and does not exceed \$23.98 million in gross annual receipts for DBE (\$52.47 million for ACDBEs). (Other size standards apply for ACDBE that are banks/financial institutions, car rental companies, pay telephone firms, and automobile dealers.)

**2. How do I apply?**  
First time applicants for DBE certification must complete and submit this certification application and related

## Current Application(s)

The **Current Application(s)** section displays different information and icons depending on the User's company certification and application status. The panel displays the **DBE/ACDBE Application** section by default but also has an area for **No Change Affidavits** and a place to **Start Application**.

Current Application(s):  
Firm Name: *3D Company, Inc.*  
**Alert:** Please Complete information collection process by clicking on edit button below.

| Application Status | Type            | Certification Status | Actions   |
|--------------------|-----------------|----------------------|---|
| Draft              | NEW APPLICATION | APPROVED             |   |

1 - 1 of 1 Items

[Start Application](#)

## First Time DBE Applicant

First time DBE Applicants have an empty table in the DBE/ACDBE Application(s) section. They should click on the **Start Application** button at the bottom of the **Current Application(s)** section to start the application process. Refer to the DBE/ACDBE Related Links to prepare for the questions asked on the application and the documentation that needs to be uploaded with the application.

Current Application(s):  
Firm Name:

| Application Status | Type | Certification Status | Actions |
|--------------------|------|----------------------|---------|
|--------------------|------|----------------------|---------|

No items to display

[Start Application](#)

Indiana Department Of Transportation

The application opens with most fields empty. Fill in the fields as described in [The Application Fields](#) section.

The screenshot shows the 'APPLICANT PORTAL' interface for the 'ECONOMIC OPPORTUNITY DIVISION'. The user is logged in as Sarah Wingfield. The navigation menu includes steps from '1. Certification Info' to '7. Net Worth'. The 'Firm Name' field is populated with 'Susan Jones Highway Engineering Company'. The 'Application Status' is 'Draft'. The 'Section 1: Certification Information' is expanded to show 'A. Basic Contact Information' with fields for contact person, legal name, DBA, federal tax ID, and phone numbers.

Once the application is saved, the company name populates in the **Current Application(s)** section, the application status is **Draft**, the type is **New Application**, the Certification Status is **TBD**, there is an **Edit Application**  icon and the **Start Application** button is no longer clickable. Click on the **Edit Application**  icon to continue to edit and submit the application.

**Current Application(s):**  
Firm Name: *Susan Jones Highway Engineering Company*

| DBE/ACDBE Application(s) |                 | No Change Affidavit(s) |   |
|--------------------------|-----------------|------------------------|---|
| Application Status       | Type            | Certification Status   | Actions   |
| Draft                    | NEW APPLICATION | TBD                    |  |

1 - 1 of 1 items

[Start Application](#)

Once an application is submitted, an email is sent to the applicant confirming receipt of the application, the Application Status is **Pending**, the Type is **New Application**, the Certification Status is **TBD**, there is an **View Report**  icon and the **Start Application** button is still not clickable.

Current Application(s):  
Firm Name: *Susan Jones Highway Engineering Company*

| DBE/ACDBE Application(s)  | No Change Affidavit(s) |                      |   |         |         |                 |     |   |  |
|---|------------------------|----------------------|---|---------|---------|-----------------|-----|---|--|
| <table border="1"><thead><tr><th>Application Status</th><th>Type</th><th>Certification Status</th><th>Actions</th></tr></thead><tbody><tr><td>Pending</td><td>NEW APPLICATION</td><td>TBD</td><td></td></tr></tbody></table> | Application Status     | Type                 | Certification Status  | Actions | Pending | NEW APPLICATION | TBD |  |  |
| Application Status  | Type                   | Certification Status | Actions   |         |         |                 |     |   |  |
| Pending   | NEW APPLICATION        | TBD                  |  |         |         |                 |     |   |  |

 Start Application

1 - 1 of 1 items

Click **View Report**  to view the application. Select to view the main application report, the Net Worth Report, or the Documents.

**Application Report(s) Viewer**

Click here to view the main application report: [Full Application Main Report](#)

Click here to view the Net Worth report: [Net Worth Report](#)

Click here to view the Documents: [Documents](#)

 Close

## Current DBE Using the Site for the First Time

All Current DBE Certified firms must log in to the system and verify the online DBE Certification Application information.

The **Current Application** section provides information about the User's company's application. The Firm Name is listed under the **Current Application** title bar. For companies that are already certified but are logging in to the system for the first time, a Draft application displays in the **DBE/ACDBE Application(s)** section. The type is **New Application** and the certification status is **Certified**. Click on the **Edit**

**Application**  icon to review, edit and submit the application. This is not submitting a new application, but verifying the information previously submitted and approved and entered into the new system.

Current Application(s):  
Firm Name: **Company, Inc**  
**Alert: As a process for existing DBE/ACDBE's information verification, please Complete information collection step by clicking on edit button below.**

DBE/ACDBE Application(s)      No Change Affidavit(s)

| Application Status | Type            | Certification Status | Actions   |
|--------------------|-----------------|----------------------|---|
| Draft              | NEW APPLICATION | CERTIFIED            |  |

1 - 1 of 1 items

Start Application



The **Start Application** icon is not clickable when there is an existing application.

Click on the **Edit Application**  icon in the Actions column to review, edit and submit the application.

Current Application(s):  
Firm Name: **Company, Inc**  
**Alert: As a process for existing DBE/ACDBE's information verification, please Complete information collection step by clicking on edit button below.**

DBE/ACDBE Application(s)      No Change Affidavit(s)

| Application Status | Type            | Certification Status | Actions   |
|--------------------|-----------------|----------------------|---|
| Draft              | NEW APPLICATION | CERTIFIED            |  |

1 - 1 of 1 items

Start Application

The Application opens the Draft application. Any information from previously submitted applications displays where available. Review the data, making changes or adding information as necessary by clicking in the text box and/or dropdown menu and typing the updates. See [The Application Fields](#) for more information on completing the application.

Application for DBE/ACDBE Certification  
 Indiana Department of Transportation  
 My Application Log off  
**APPLICANT PORTAL**  
 ECONOMIC OPPORTUNITY DIVISION  
 DBE/ACDBE CERTIFICATION APPLICATION  
 Welcome Sarah Wingfield!!!

1. Certification Info 2. General Info 3. Maj / Min Owners Info 4. Control 5. Affidavit of Certification 6. Documents Checklist 7. Net Worth

Firm Name: **3D Company, Inc.** View Mode: **Edit Mode**  
 Application Status: **Draft**

Legend: MANDATORY FIELDS

Section 1: Certification Information

Next

**A. Basic Contact Information** View Documents

|                         |                        |
|-------------------------|------------------------|
| *Contact Person & Title | Sally Smith            |
| *Legal name of firm     | 3D Company, Inc.       |
| Doing Business As (DBA) | Doing business as NAME |
| *Federal tax Id         | XXX-XX-4444            |
| *Phone #                | (317) 555-5555         |
| Other Phone             | e.g. (123) 000-0000    |
| Fax #                   | (317) 555-5555         |

Once the application is submitted, the Application Status changes to **Approved**, the Certification Status is **Certified** and the **Edit** icon is replaced by the **Start Amendment**  and **View Report**  icons.

Current Application(s):  
 Firm Name: **3D Company, Inc.**

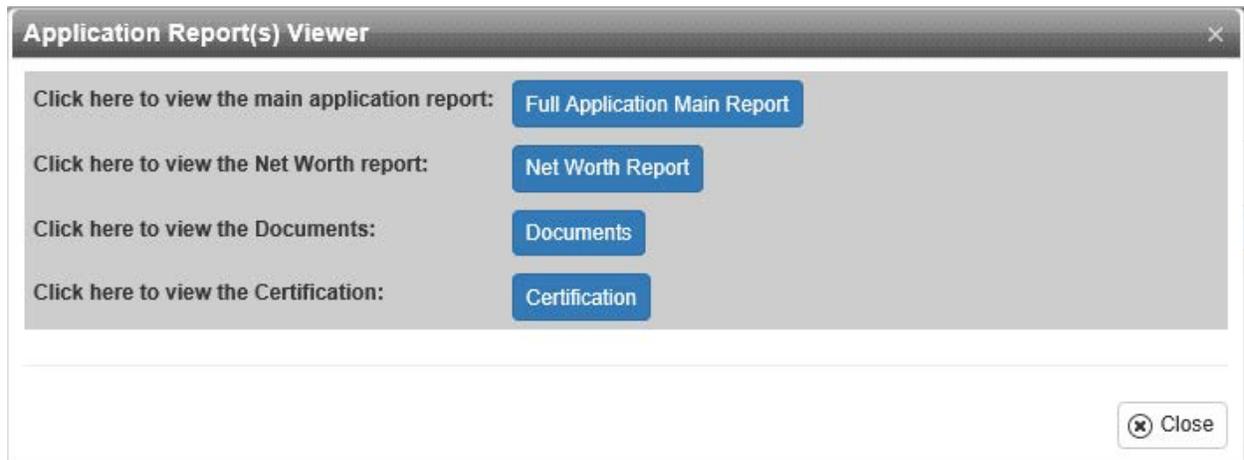
| DBE/ACDBE Application(s) | No Change Affidavit(s) |                      |
|--------------------------|------------------------|----------------------|
| Application Status       | Type                   | Certification Status |
| Approved                 | NEW APPLICATION        | CERTIFIED            |

Start Application

1 - 1 of 1 items

Click **Start Amendment**  to start an amendment. See [Start an Amendment](#) for more information.

Click **View Report**  to view the application. Select to view the entire application report, the Net Worth Report, the Documents or the Certification.



## The Application Fields

Each Section of the application has its own unique questions (described in detail later in the User Guide) but there are several common features each application section shares.

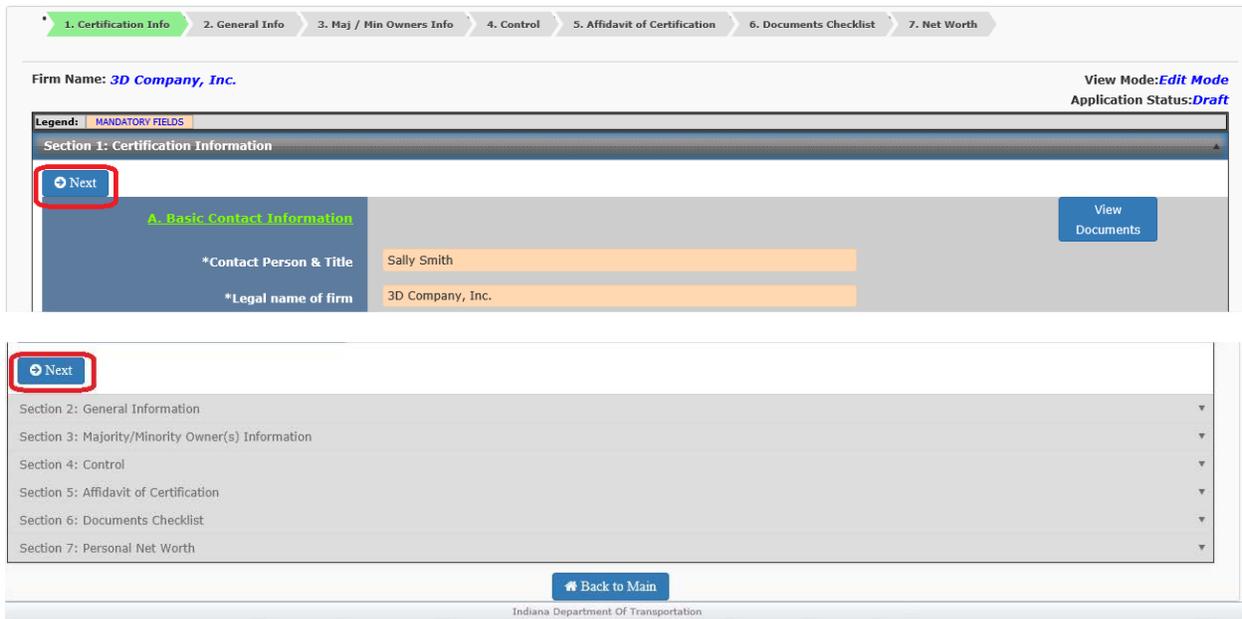
## Progress Bar

A progress bar at the top displays all the sections of the application, with the current and completed section highlighted in green.



## Next/Previous

To move to the next section of the application, click the **Next** button at the top and bottom of each section. The application is saved each time the **Next** button is clicked.



When applicable, use the **Previous** button to move to previous application sections.



## Required Fields

Fields with an asterisk (\*) by the title or where the box is peach are REQUIRED and must be complete before moving to the next section. A warning message will alert the user to which required information is still needed before proceeding.

The screenshot shows the top of the Applicant Portal. The header includes the Indiana Department of Transportation logo, the text "INDIANA DEPARTMENT OF TRANSPORTATION", and "My Application Log off". Below the header, it says "APPLICANT PORTAL ECONOMIC OPPORTUNITY DIVISION DBE/ACDBE CERTIFICATION APPLICATION" and "Welcome Sarah Wingfield!!!". A red warning box contains the text "Please resolve the highlighted validation errors before proceeding" and a list of errors: "Street Address is required.", "City name is required.", "County name is required.", and "Zip Code is required.". Below the warning box is a progress bar with seven steps: "1. Certification Info", "2. General Info", "3. Maj / Min Owners Info", "4. Control", "5. Affidavit of Certification", "6. Documents Checklist", and "7. Net Worth".

## Back to Main

Click the **Back to Main** button at the bottom of the screen to return to the **My Application** screen. Any changes made to the application will NOT be saved if the **Next** button was not clicked before the **Back to Main** button is clicked.

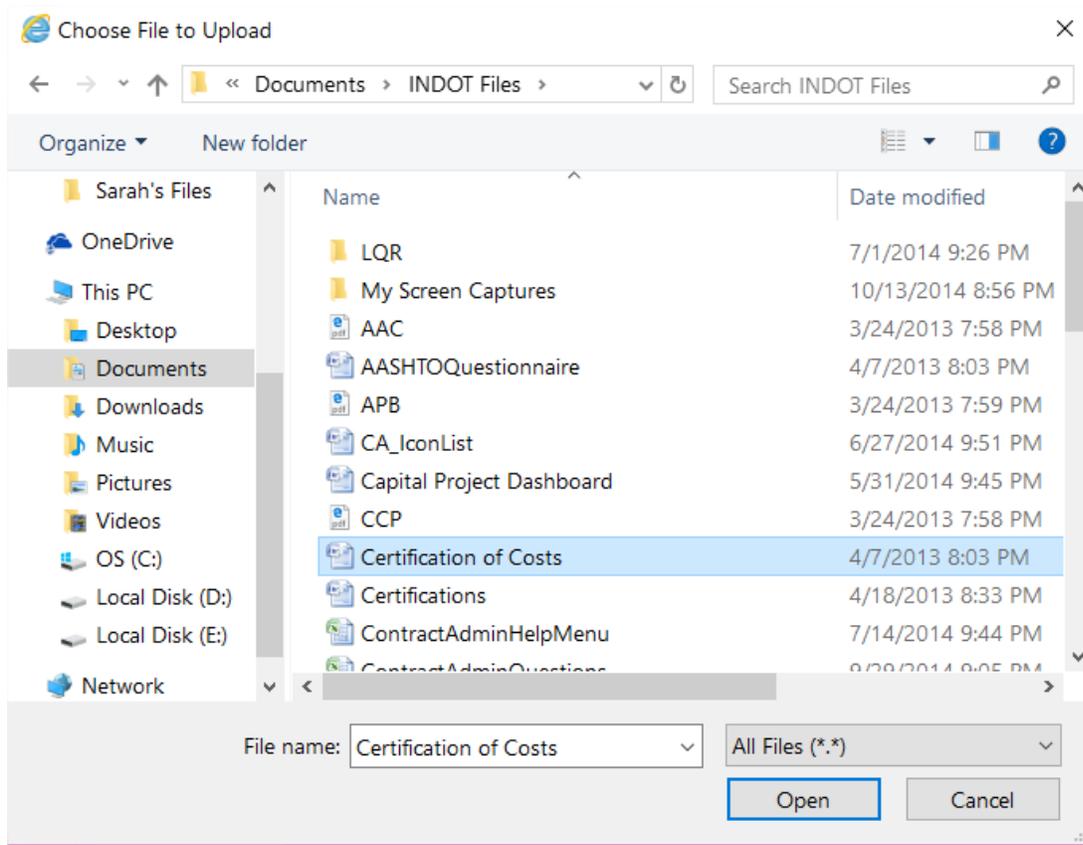
The screenshot shows a list of application sections: "Section 2: General Information", "Section 3: Majority/Minority Owner(s) Information", "Section 4: Control", "Section 5: Affidavit of Certification", "Section 6: Documents Checklist", and "Section 7: Personal Net Worth". At the bottom of the list, there is a blue button with a house icon and the text "Back to Main", which is highlighted with a red rectangle.

## View/Upload Documents

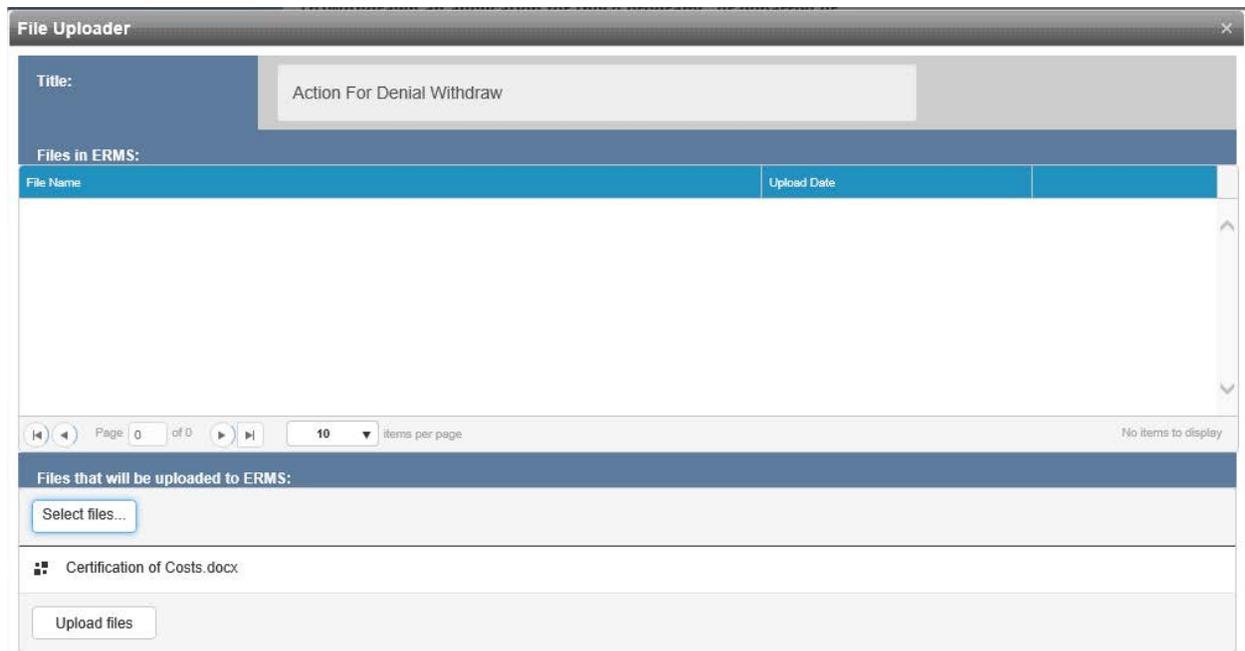
Click the **Upload/View documents**  icon when applicable to view or upload any necessary supporting documentation. Click **Select Files** at the bottom of the uploader to select the files to upload.

The screenshot shows the "File Uploader" window. It has a title bar with "File Uploader" and a close button. Below the title bar, there is a "Title:" field with the text "Action For Denial Withdraw". Below that, there is a section titled "Files in ERMS:" with a table. The table has two columns: "File Name" and "Upload Date". The table is currently empty. Below the table, there is a pagination control showing "Page 0 of 0" and "10 Items per page". To the right of the pagination control, it says "No items to display". Below the pagination control, there is a section titled "Files that will be uploaded to ERMS:" with a "Select files..." button.

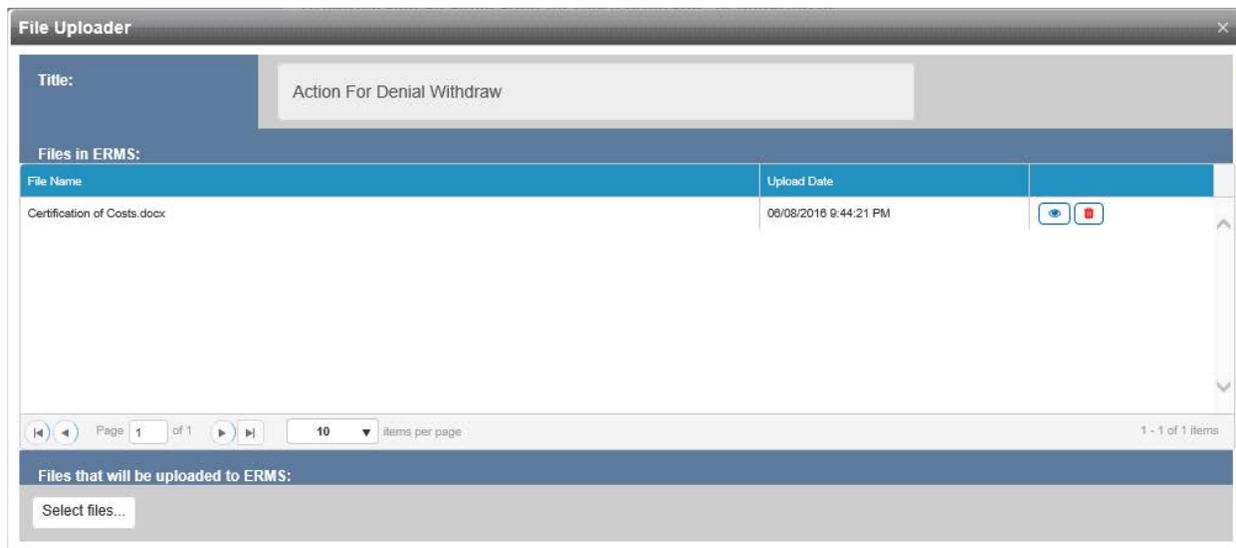
Navigate to the file location and select the files to upload. Click **Open** to select the file(s).



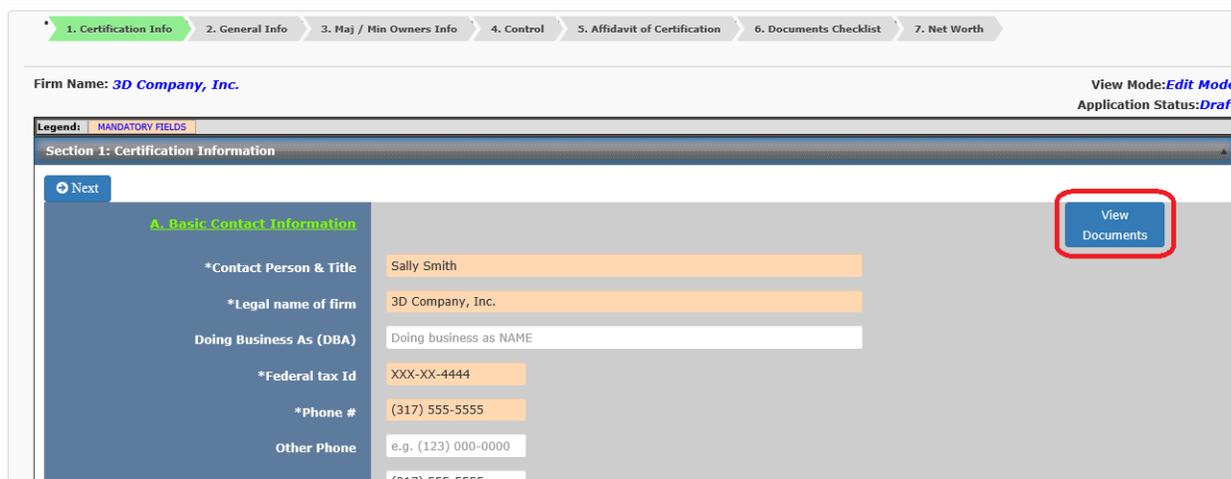
The selected file displays underneath the **Select files...** button. Click **Upload Files** to upload the files into the application and ERMS.



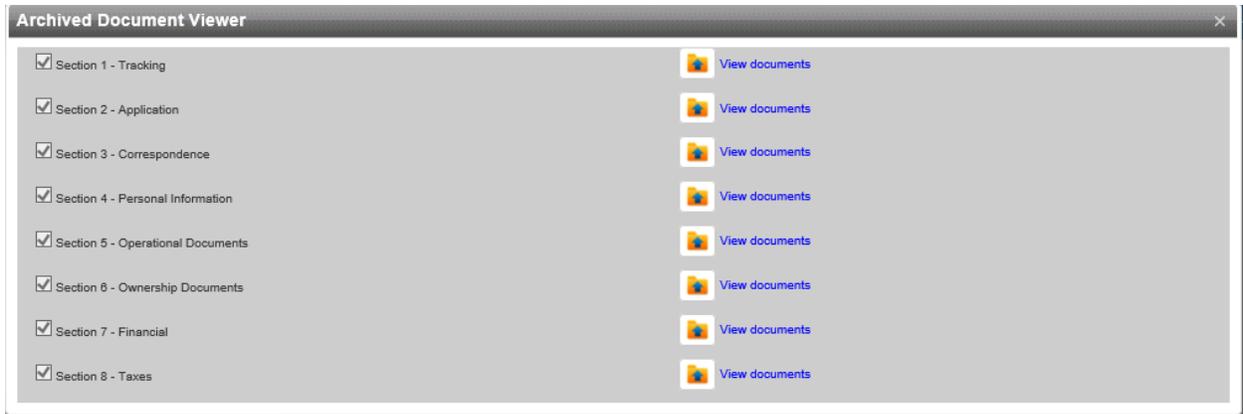
The uploaded files display in the Files in ERMS section. Click **View**  to view the files or click **Delete**  to delete the uploaded file. Continue uploading files as necessary. To return to the application click the **Close**  icon in the upper right corner of the window.



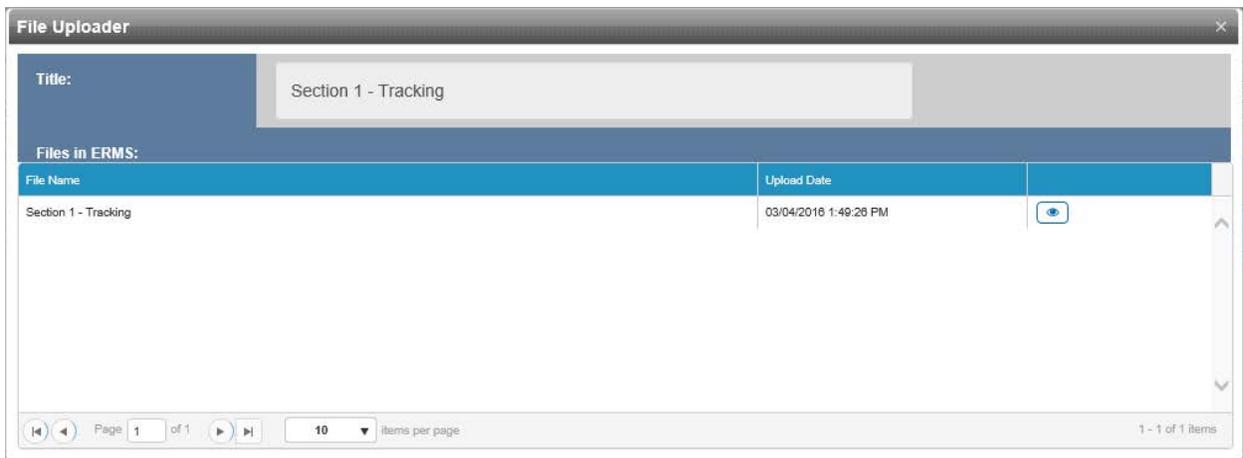
For Current Certified DBE/ACDBE firms, click the **View Documents** button in the upper right corner of Section 1 to view all documents associated with the application, including documents uploaded and archived by existing DBE/ACDBE Certified companies.



The Archived Document Viewer displays a list of the different application section documents. A check mark in the check box next to the Section Name indicates documents exist for the Section. Click the **View Documents**  icon to display a list of documents associated with the selected section.



A list of the Section's documents displays. Click the **View**  icon to view the documents.



## Section 1 – Certification Information

### Section 1A

In Section 1A, verify/complete the basic Certification Information as requested.

Legend: MANDATORY FIELDS

Section 1: Certification Information

Next

**A. Basic Contact Information** [View Documents](#)

|   |                                     |
|---|-------------------------------------|
| *Contact Person & Title                         |                                     |
| *Legal name of firm                             |                                     |
| Doing Business As (DBA)                         | Doing business as NAME              |
| *Federal tax Id                                 | XXX-XX-6046                         |
| *Phone #  | e.g. (123) 000-0000                 |
| Other Phone                                     | e.g. (123) 000-0000                 |
| Fax #   | e.g. (123) 000-0000                 |
| *Email  | e.g. myname@example.net             |
| Firm Websites                                   | e.g. www.abc.com, www.mywebsite.com |
| Business Registration Number                    | 0000000123                          |
| <b>Physical Address</b>                         |                                     |
| *Street Address of firm (No PO Box)             | e.g. 123 State Drive                |
| *City   | e.g. Indianapolis                   |
| *County   | e.g. Marion                         |
| *State  | Alabama                             |
| *Zip  | e.g. 46250                          |
| <b>Mailing Address(if different than above)</b> |                                     |
| Street Address of firm (No PO Box)              | e.g. 123 State Drive                |
| City  | e.g. Indianapolis                   |
| County  | e.g. Marion                         |
| State   | Alabama                             |
| Zip   | e.g. 46250                          |



The Federal Tax Id and Business Registration Number are auto-populated from ITAP.

Current DBE/ACDBE firms will have a Business Registration Number (BRN), but new DBE/ACDBE applicants are not required to have a BRN.



To add dates of any site visits conducted by your home state and any other states or UCP members, click on the **Add**  icon.

Is your firm currently certified for any of the following U.S.DOT programs?:  Yes  No

*\*If you are certified in your home state as DBE/ACDBE, you do not have to complete this application for other states. As your state UCP about the interstate certification process.*

List the dates of any site visits conducted by your home state and any other states or UCP members:

| Member's Date | State | UCP Member | Actions |
|---------------|-------|------------|---------|
|---------------|-------|------------|---------|



No items to display

Enter the information as requested and click **Update** to update the table or click **Cancel** to return to the application without adding the information.

**Add/Edit State/UCP Members**

UCP Member

Date  

State

**\* This color background fields are mandatory.**

The new record displays in the table, along with the option to **Edit**  or **Delete**  the record.

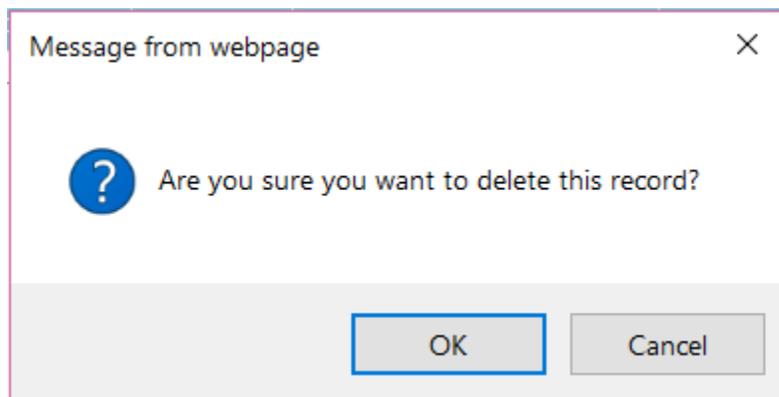
**List the dates of any site visits conducted by your home state and any other states or UCP members:**

| Member's Date | State | UCP Member        | Actions  |
|---------------|-------|-------------------|--|
| 08-Jun-2016   | AL    | Sample UCP Member |   |

1 - 1 of 1 items

Click the **Edit**  icon to edit the record. Change information as necessary and click **Update** to update the record or click **Cancel** to return to the application without updating the record.

Click the **Delete**  icon to delete the record. Click **OK** at the confirmation message to delete the record or click **Cancel** to return to the application without deleting the record.



To enter information explaining the nature of an action, begin typing in the text box. Features from Microsoft Word are at the top of the text box to assist in formatting the information.

**If YES, explain the nature of the action, (if you appealed the decision to DOT or another agency, attach a copy of the decision)**

Paragraph ▼ **B** *I* U [List Bulleted] [List Numbered] [List Decrement] [List Increment] [Link] [Image] [Table]

Action For Denial Withdraw  [Upload/View documents](#)

Click the **Upload/View documents**  icon to view or upload any necessary supporting documentation.

## Section 2 – General Information

### Section 2A

Complete Section 2A as required. Enter text in the text box for text questions and use the text editor as necessary. Click in date fields to manually enter the date (MM/DD/YYYY) or click on the **Calendar**  icon to select a date from the calendar. Click in a radio button to make selections when necessary.

Section 2: General Information

Previous Next

#### A. Business Profile

(1) \*Give a concise description of the firm's primary activities and the product(s) or service(s) it provides. If your company offers more than one product/service, list the primary product or service first. This description may be used in our database and the UCP online directory if you are certified as a DBE or ACDBE.

(2) \*Applicable NAICS Codes for this line of work include:

| NAICS Code | Description  | Actions   |
|------------|--|---|
| 237990     | Other Heavy and Civil Engineering Construction           |       |
| 236220     | Commercial and Institutional Building Construction       |       |
| 237310     | Highway, Street, and Bridge Construction                 |       |
| 561790     | Highway, Street, and Bridge Construction                 |       |
| 237110     | Water and Sewer Line and Related Structures Construction |   |

(3) \*This firm was established on:

(4) \*I/We have owned this firm since:

(5) \*Method of acquisition:

- STARTED NEW BUSINESS
- BOUGHT EXISTING BUSINESS
- INHERITED BUSINESS
- SECURED CONCESSION
- MERGER OR CONSOLIDATION
- OTHER
- 

(6) \*Is your firm "for profit"?:  Yes  No  
**STOP! if your firm is NOT for-profit then you do NOT qualify for this program and should not fill out this application.**

(7) \*Type of Legal Business Structure:

- SOLE PROPRIETOR
- LIMITED LIABILITY PARTNER
- PARTNERSHIP
- CORPORATION
- LIMITED LIABILITY COMPANY
- JOINT VENTURE

OTHER

Please check here if you are an ACDBE:  Applying as an ACDBE

**Upload related Documents:**

- By Laws (Originals and amendments)  Upload/View documents
- Share Ledger  Upload/View documents
- Articles of Incorporation With State Seal  Upload/View documents
- Stock Certificates (Both sides-including any cancelled certifications)  Upload/View documents
- Different List for LC, LLP, Partnership, and Sole Proprietorship  Upload/View documents

(8) \*Number of employees:

Full-time: 0    Part-time: 0    Seasonal: 0    Total: 0

(9) Specify the firm's gross receipts for the last 3 years:

| Year                | Gross Receipts of Applicant Firm \$ | Gross Receipts of Affiliate Firm \$ | Actions |
|---------------------|-------------------------------------|-------------------------------------|---------|
| No items to display |                                     |                                     |         |

- Corporate Federal Tax Returns  Upload/View documents
- Income Statements  Upload/View documents
- Affidavit saying unavailability of Federal Tax document if company is not old enough (if available)  Upload/View documents

Click the **Add**  icon to add NAICS codes as necessary. Edit or delete any added codes by clicking on the **Edit**  or **Delete**  icons.

(2) \*Applicable NAICS Codes for this line of work include:

| NAICS Code | Description  | Actions   |
|------------|--|---|
| 237990     | Other Heavy and Civil Engineering Construction           |   |
| 236220     | Commercial and Institutional Building Construction       |   |
| 237310     | Highway, Street, and Bridge Construction                 |   |
| 561790     | Highway, Street, and Bridge Construction                 |   |
| 237110     | Water and Sewer Line and Related Structures Construction |   |

1 - 5 of 5 items



Currently Certified DBE/ACDBE firms accessing the site for the first time will not be able to edit the NAICS Codes. If changes need to be made, a separate Amendment needs to be submitted to change the NAICS codes.

| NAICS Code | Description   |
|------------|---|
| 237310     | Highway, Street, and Bridge Construction  |
| 238120     | Structural Steel and Precast Concrete Contractors   |
| 332812     | Metal Coating, Engraving (except Jewelry and Silverware) Allied Services to Manufacturers |
| 332312     | Fabricated Structural Metal Manufacturing   |

1 - 4

When adding a new record, a new row is added at the top of the table. Select the NAICS code from the dropdown; the Description will automatically populate based on the NAICS code. Click **Update** to add the record or click **Cancel** to delete the row and not add a new record.

| NAICS Code  | Description  | Actions   |
|---|--|---|
| 237130 : Power and Communication Line and Related Structures Const... | Power and Communication Line and Related Stru            | <input checked="" type="button" value="Update"/><br><input type="button" value="Cancel"/> |
| 237990  | Other Heavy and Civil Engineering Construction           | <input type="button" value="Edit"/> <input type="button" value="Delete"/>                 |
| 236220  | Commercial and Institutional Building Construction       | <input type="button" value="Edit"/> <input type="button" value="Delete"/>                 |
| 237310  | Highway, Street, and Bridge Construction                 | <input type="button" value="Edit"/> <input type="button" value="Delete"/>                 |
| 561790  | Highway, Street, and Bridge Construction                 | <input type="button" value="Edit"/> <input type="button" value="Delete"/>                 |
| 237110  | Water and Sewer Line and Related Structures Construction | <input type="button" value="Edit"/> <input type="button" value="Delete"/>                 |

1 - 6 of 6 items

The new record displays in the table, along with the option to **Edit**  or **Delete**  the record. The **Edit** icon will make the NAICS code editable (just like adding a new record). Click **Update** to update the record or click **Cancel** to return to the table without changing the record. Click **Delete** to delete a row; click **OK** at the confirmation message to delete the record.

Click the **Add**  icon to add gross receipts as necessary.

(9) Specify the firm's gross receipts for the last 3 years:

| Year                | Gross Receipts of Applicant Firm \$ | Gross Receipts of Affiliate Firm \$ | Actions |
|---------------------|-------------------------------------|-------------------------------------|---------|
| No items to display |                                     |                                     |         |

Corporate Federal Tax Returns  Upload/View documents

Income Statements  Upload/View documents

Affidavit saying unavailability of Federal Tax document if company is not old enough (If available)  Upload/View documents

On the Add screen, enter the year (or click the up and down arrows to change the year) and type in the gross receipts as requested. Click **Update** to add the record or click **Cancel** to return to the application without adding the record. Continue adding records as necessary.

**Add/Edit Gross Receipts** ✕

|                                     |      |    |
|-------------------------------------|------|----|
| Year                                | 2016 | ▲▼ |
| Gross Receipts of Applicant Firm \$ |      | ▲▼ |
| Gross Receipts of Affiliate Firm \$ |      | ▲▼ |

**\* This color background fields are mandatory.**

The saved record is added to the table, along with the option to **Edit**  or **Delete**  the record. The **Edit** icon will open the Edit screen. Make changes and click **Update** to update the record or click **Cancel** to return to the table without changing the record. Click **Delete** to delete a record; click **OK** at the confirmation message to delete the record.



| Year | Gross Receipts of Applicant Firm \$ | Gross Receipts of Affiliate Firm \$ | Actions   |
|------|-------------------------------------|-------------------------------------|---|
| 2015 | \$900,000.00                        | \$55,000.00                         |   |
| 2016 | \$1,000,000.00                      | \$50,000.00                         |   |

Click **Upload/View documents**  to upload documents as necessary.



## Section 3 – Majority/Minority Owner Information

In Section 3 enter the Majority and Minority Owner information. To be a majority owner, an individual must own at least 51% of the company. To add owner information, click the **Add**  icon.

Section 2: General Information

**Section 3: Majority/Minority Owner(s) Information**

[Previous](#) [Next](#)

**NOTE: To be listed as a Majority Owner an Individual must own at least 51% of the company, all others are considered Minority Owners.**

| Name                | Title | Percent Owned | Ownership Type | Actions |
|---------------------|-------|---------------|----------------|---------|
| No items to display |       |               |                |         |

[Previous](#) [Next](#)

Section 4: Control

Section 5: Affidavit of Certification

Section 6: Documents Checklist

Section 7: Personal Net Worth

Complete the Add screen questions as necessary. Enter text in the text fields, click the appropriate radio button when necessary and click in dropdowns to select the appropriate answer.

**Add/Edit Majority-Minority Information**

A1. Identify the majority/Minority owner of the firm holding 51%(or more) or less than 51% ownership interest.

(1) \*First Name:

Middle Name:

\*Last Name:

(2) \*Title:

\*Ownership Type:

(3) \*Home Phone #:

(4) \*Home Address (Street & Number)

\*City:

\*State:

\*Zip:

(5) \*Gender:  Male  Female

(6) \*Ethnic group membership:  BLACK OR AFRICAN AMERICAN  HISPANIC OR LATINO

AMERICAN INDIAN OR ALASKAN NATIVE  
 ASIAN  
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER  
 CAUCASIAN OR WHITE  
 MINORITY FEMALE  
 ASIAN INDIAN  
 HANDICAPPED  
 OTHER

U.S. Citizen    Permanent Resident

(7) \*U.S. Citizenship:

(8) \*Number of years as owner:

(9) \*Percentage owned:

\*Class of stock owned:

\*Date Acquired:

(10) \*Initial investment to acquire ownership interest in firm:

| Investment Type     | Dollar Value | Actions |
|---------------------|--------------|---------|
| No items to display |              |         |

STARTED NEW BUSINESS  
 GIFT FROM  
 BOUGHT FROM  
 INHERITED FROM  
 OTHER

\*Describe how you acquired your business:

**B1. Additional Owner Information**

(1) \*Describe familial relationship to other owners and employees:

[Mandatory field with orange background]

(2) \*Does this owner perform a management or supervisory function for any other business?

No  Yes (Explain)

[Text input field]

(3)(a) \*Does this owner own or work for any other firm(s) that has a relationship with this firm?

No  Yes

**If Yes, identify the name of the business, and the nature of the relationship, and the owner's function at the firm**

[Text input field]

(b) \*Does this owner work for any other firm, non-profit organization, or is engaged in any other activity more than 10 hrs per week?

No  Yes, identify this activity

[Text input field]

(4)(a) \*What is the personal net worth of this disadvantaged owner applying for certification? \$

[Text input field]

**This above field would be auto populated once user would enter Personal NetWorth information.**

(b) \*Has any trust been created for the benefit of this disadvantaged owner(s)?

No  Yes, Upload copy of trust instrument

(5) \*Do any of your immediate family members, managers, or employees own, manage, or are associated with another company?

No  Yes

**If Yes, Provide their name, relationship, company, type of business, and indicate whether they own or manage the company**

[Text input field]

**\* This color background fields are mandatory.**

Click the **Add**  icon to add an initial investment item.

(10) \*Initial investment to acquire ownership interest in firm:

| Investment Type | Dollar Value | Actions |
|-----------------|--------------|---------|
|-----------------|--------------|---------|

No items to display

Select the Investment Type from the dropdown, enter the dollar value and click **Update** to add the record or click **Cancel** to return without adding a record.

**Add/Edit Owner's Investment**

Investment Type

Dollar Value

\* This color background fields are mandatory.

The new record displays in the table along with the option to **Edit**  or **Delete**  the record. The **Edit** icon will open the Edit screen. Make changes and click **Update** to update the record or click **Cancel** to return to the table without changing the record. Click **Delete** to delete a record; click **OK** at the confirmation message to delete the record.

| Investment Type | Dollar Value | Actions   |
|-----------------|--------------|---|
| CASH            | \$100,000.00 |   |

(10) \*Initial investment to acquire ownership interest in firm:

1

1 - 1 of 1 items

Once all the Owner Information is added, click **Update** to add the Owner information or click **Cancel** to return to the table without adding the information.

(5) \*Do any of your immediate family members, managers, or employees own, manage, or are associated with another company?

No  Yes

If Yes, Provide their name, relationship, company, type of business, and indicate whether they own or manage the company

\* This color background fields are mandatory.

The new record displays in the table along with the options to **Edit**  or **Delete**  the record and **View/Upload Documents** . Continue adding Owner Information as necessary.

Section 3: Majority/Minority Owner(s) Information

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**NOTE: To be listed as a Majority Owner an Individual must own at least 51% of the company, all others are considered Minority Owners.**

| Name        | Title | Percent Owned | Ownership Type | Actions   |
|-------------|-------|---------------|----------------|---|
| Sally Smith | CEO   | 100.00%       | Majority       |    |

[Previous](#) [Next](#)

1 - 1 of 1 items

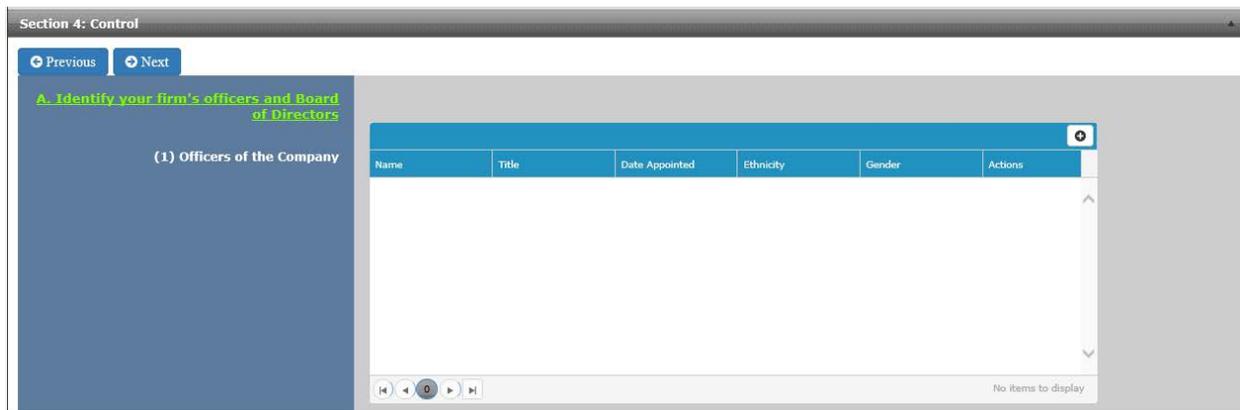
## Section 4 – Control

In Section 4, enter information about the control of the company. For all of the tables, click the **Add**  icon to add a record to the table. Complete the required fields and click **Update** to add the record or click **Cancel** to return to the table without adding a record. The new record displays in the table, along with the options to **Edit**  or **Delete**  the record. The **Edit** icon will open the Edit screen. Make changes and click **Update** to update the record or click **Cancel** to return to the table without changing the record. Click **Delete** to delete a record; click **OK** at the confirmation message to delete the record. If supporting

documents are required, they should be uploaded by clicking on the **Upload/View documents**  icon. Some documentation is required for specific tables. A Document Uploaded column appears in those tables, and a green check mark  appears once the required documentation is uploaded.

### Section 4A

Start by adding the officers of the company.



On the Add screen, fill in the information as necessary. If the person is a New Person, then leave the New Person radio button checked and manually enter the information into the text boxes as required. Click **Update** to add the person to the table or click **Cancel** to return to the table without adding a person.

### Add/Edit Officers Information

New Person  Existing Person

Select any existing Person here or Add new below:

Select Person...

\*First Name: First name

Middle Name: Middle Initials

\*Last Name: Last name

\*Title: e.g. Director or CEO

\*Date Appointed: [Calendar Icon]

\*Gender:  Male  Female

\*U.S. Citizenship:  U.S. Citizen  Permanent Resident

\*Ethnicity: Select Ethnicity...

**\* This color background fields are mandatory.**

If the person being added already exists in the system (from the Section 3 information) then click on the **Existing Person** radio button and select them from the Existing Person dropdown. All information will populate based on data entered on previous screens and cannot be edited. Add any missing information as necessary.

### Add/Edit Officers Information

New Person  Existing Person

Select any existing Person here or Add new below:

**\*First Name:** Sally Smith

**Middle Name:** Middle Initials

**\*Last Name:** Smith

**\*Title:** CEO

**\*Date Appointed:** [Calendar Icon]

**\*Gender:**  Male  Female

**\*U.S. Citizenship:**  U.S. Citizen  Permanent Resident

**\*Ethnicity:** HISPANIC OR LATINO

**\* This color background fields are mandatory.**

After adding the officers, enter information on the Board of Directors.

The screenshot shows a web interface for managing the Board of Directors. On the left, a blue sidebar contains the text "(2) Board of Directors". The main area features a table with the following columns: Name, Title, Date Appointed, Ethnicity, Gender, and Actions. The table is currently empty, with a "No items to display" message at the bottom right. Below the table, there are two checkboxes: "Meeting Minutes" and "Annual Salaries for all owners/managers/directors". To the right of each checkbox is an "Upload/View documents" button with a document icon.

The Add screen has the same fields as the Add screen for Officer Information.

The screenshot shows the "Add/Edit Directors Information" form. It has a dark grey header with the title and a close button. The form is divided into two main sections. The left section is a blue sidebar with the text "Select any existing Person here or Add new below:". The right section is a light grey area with the following fields and options:

- Radio buttons for "New Person" (selected) and "Existing Person".
- A dropdown menu labeled "Select Person...".
- Text input fields for "First name", "Middle name", and "Last name", all with orange backgrounds.
- A text input field for "Title" with the placeholder "e.g. Director or CEO".
- A date input field for "Date Appointed" with a calendar icon.
- Radio buttons for "Gender": "Male" and "Female".
- Radio buttons for "U.S. Citizenship": "U.S. Citizen" and "Permanent Resident".
- A dropdown menu for "Ethnicity" labeled "Select Ethnicity...".

At the bottom of the form, there is a blue bar with the text "\* This color background fields are mandatory." Below this bar are two buttons: "Update" (with a checkmark icon) and "Cancel" (with an 'X' icon).

Next list any persons who perform management or supervisory functions for any other business.

(3) Do any of the persons listed above performs management or supervisory function for any other business? If YES, Identify for each

| Name                | Title | Business | Function | Actions |
|---------------------|-------|----------|----------|---------|
| No items to display |       |          |          |         |

Any person added in Section A is included in the **Select Person** dropdown. Select the appropriate person, and then add any additional necessary information.

### Add/Edit Supervisors Information

Select Person:

FirstName:

MiddleName:

LastName:

\*Title:

\*Business Name:

\*Business Function:

**\* This color background fields are mandatory.**

If any of the persons listed above own or work for any other firms that have a relationship with the Applicant company, they must be listed.

(4) Do any of the persons listed in section A above own or work for any other firm(s) that has a relationship with this firm? If YES, Identify for each

| Firm Name           | Person | Nature of Business Relationship | Actions |
|---------------------|--------|---------------------------------|---------|
| No items to display |        |                                 |         |

Any person added in the two tables above in Section 4 is included in the **Select Person** dropdown. Select the appropriate person, and then add any additional necessary information.

### Add/Edit Other Company's Ownership Information ✕

|  |   |
|--|---|
| <b>Select Person:</b>                    | <input type="text" value="Select Person..."/>                               |
| <b>FirstName</b>                         | <input type="text" value="First name"/>                                     |
| <b>MiddleName</b>                        | <input type="text" value="Middle name"/>                                    |
| <b>LastName</b>                          | <input type="text" value="Last name"/>                                      |
| <b>*Business Name:</b>                   | <input type="text" value="Business Name like ABC Enterprise etc"/>          |
| <b>*Nature of Business Relationship:</b> | <input type="text" value="Business Relationship like Vendor/Supplier etc"/> |

**\* This color background fields are mandatory.**

## Section 4B

In Section B, identify the firm's management personnel who control the firm. The owner information from Section 3 is automatically displayed. To change ownership information, return to Section 3 and make updates. Click the **Edit Record**  icon to edit responsibilities.

1. (Identify your firm's management personnel who control your firm in the following areas)

**Majority(51% or more) & Minority Owner(49% or less):**

| Name        | Title | Percent Owned | OwnerShip Type | Actions   |
|-------------|-------|---------------|----------------|---|
| Sally Smith | CEO   | 100           | MAJORITY       |  |

1 - 1 of 1 items

The list of potential duties displays under the person's name. By default all are selected to **Never**. Click the **Edit**  icon to change the duty frequency.

✕
**Edit Duties**

|                   |       |
|-------------------|-------|
| <b>First Name</b> | Sally |
| <b>Last Name</b>  | Smith |
| <b>Title</b>      | CEO   |

| Duty Types  | Duty Frequency | Actions   |
|---|----------------|---|
| SETS POLICY FOR COMP DIRECTION/SCOPE OF OPERATION | NEVER          |  |
| BIDDING AND ESTIMATING                            | NEVER          |  |
| MAJOR PURCHASING                                  | NEVER          |  |
| MARKETING AND SALES                               | NEVER          |  |
| SUPERVISES FIELD OPERATION                        | NEVER          |  |
| ATTEND BID OPENING AND LETTING                    | NEVER          |  |
| PERFORM OFFICE MANAGEMENT                         | NEVER          |  |
| HIRE AND FIRE MANAGEMENT STAFF                    | NEVER          |  |
| HIRE AND FIRE FIELD STAFF AND CREW                | NEVER          |  |
| DESIGNATES PROFIT SPENDING OR INVESTMENT          | NEVER          |  |
| OBLIGATES BUSINESS BY CONTRACT/CREDIT             | NEVER          |  |
| PURCHASE EQUIPMENT                                | NEVER          |  |
| SIGN BUSINESS CHECKS                              | NEVER          |  |

When the **Edit** icon is clicked, the Duty Frequency column becomes a dropdown for the selected row. Click in the dropdown to change the frequency and click **Update** to change the record or **Cancel** to return to the Duty Types table without updating the frequency.

Edit Duties
✕

|                   |       |
|-------------------|-------|
| <b>First Name</b> | Sally |
| <b>Last Name</b>  | Smith |
| <b>Title</b>      | CEO   |

| Duty Types  | Duty Frequency | Actions  |
|---|----------------|--|
| SETS POLICY FOR COMP DIRECTION/SCOPE OF OPERATION | NEVER          | <input checked="" type="button" value="Update"/> <input type="button" value="Cancel"/> |
| BIDDING AND ESTIMATING                            | ALWAYS         |  |
| MAJOR PURCHASING                                  | FREQUENTLY     |  |
| MARKETING AND SALES                               | SELDOM         |  |
| SUPERVISES FIELD OPERATION                        | NEVER          |  |
| ATTEND BID OPENING AND LETTING                    | NEVER          |  |
| PERFORM OFFICE MANAGEMENT                         | NEVER          |  |
| HIRE AND FIRE MANAGEMENT STAFF                    | NEVER          |  |
| HIRE AND FIRE FIELD STAFF AND CREW                | NEVER          |  |
| DESIGNATES PROFIT SPENDING OR INVESTMENT          | NEVER          |  |
| OBLIGATES BUSINESS BY CONTRACT/CREDIT             | NEVER          |  |
| PURCHASE EQUIPMENT                                | NEVER          |  |
| SIGN BUSINESS CHECKS                              | NEVER          |  |

Once all updates are complete, click **Close** at the bottom of the page.

| Duty Types  | Duty Frequency | Actions |
|---|----------------|---------|
| SETS POLICY FOR COMP DIRECTION/SCOPE OF OPERATION | FREQUENTLY     |         |
| BIDDING AND ESTIMATING                            | NEVER          |         |
| MAJOR PURCHASING                                  | NEVER          |         |
| MARKETING AND SALES                               | NEVER          |         |
| SUPERVISES FIELD OPERATION                        | SELDOM         |         |
| ATTEND BID OPENING AND LETTING                    | NEVER          |         |
| PERFORM OFFICE MANAGEMENT                         | NEVER          |         |
| HIRE AND FIRE MANAGEMENT STAFF                    | NEVER          |         |
| HIRE AND FIRE FIELD STAFF AND CREW                | NEVER          |         |
| DESIGNATES PROFIT SPENDING OR INVESTMENT          | NEVER          |         |
| OBLIGATES BUSINESS BY CONTRACT/CREDIT             | NEVER          |         |
| PURCHASE EQUIPMENT                                | NEVER          |         |
| SIGN BUSINESS CHECKS                              | NEVER          |         |

1 - 13 of 13 items

**Close**

Repeat the same steps for all Officers, Directors, Managers and Key Personnel.

**2. Complete for all Officers, Directors, Managers, and Key Personnel who control the following function for the firm.**

| Officer/Director/Man...<br>Personnel ▲ | Title | Role     | Race               | Gender | Actions |
|--|-------|----------|--------------------|--------|---------|
| Sally Smith                            | CEO   | Director | HISPANIC OR LATINO | FEMALE |         |
| Sally Smith                            | CEO   | Officer  | HISPANIC OR LATINO | FEMALE |         |
| Susan James                            | CFO   | Officer  | ASIAN              | FEMALE |         |

1 - 3 of 3 items

If any of the people listed in Section B1 or B2 perform a management or supervisory function for any other business, add them in the next table.

*Do any of the persons listed in B1 or B2 perform a management or supervisory function for any other business?if Yes, Identify for each*

| Name                | Title | Business | Function | Actions |
|---------------------|-------|----------|----------|---------|
| No items to display |       |          |          |         |

Any person added in the tables in Sections A or B are included in the **Select Person** dropdown. Select the appropriate person, and then add any additional necessary information.

### Add/Edit Supervisors Information

Select Person:

FirstName

MiddleName

LastName

\*Title:

\*Business Name:

\*Business Function:

\* This color background fields are mandatory.

Update

Cancel

If any of the people listed above own or work for any other firm, add their information in the next table.

*Do any of the persons listed above own or work for any other firm(s) that has a relationship with this firm?if Yes, Identify for each*

| Firm Name           | Person | Nature of Business Relationship | Actions |
|---------------------|--------|---------------------------------|---------|
| No items to display |        |                                 |         |

Any person added in the tables in Sections A or B are included in the **Select Person** dropdown. Select the appropriate person, and then add any additional necessary information.

### Add/Edit Other Company's Ownership Information

**Select Person:**

**FirstName**

**MiddleName**

**LastName**

**\*Business Name:**

**\*Nature of Business Relationship:**

**\* This color background fields are mandatory.**

## Section 4C

In Section C list the firm's inventory. Start with Equipment and Vehicles.

**C. Inventory: Indicate your firm's inventory in the following categories.**

**1. Equipment & Vehicles (Upload docs: Equipment lease agreements, Titles and Registrations, Vehicle Lease agreements)**

| Make & Model        | Current Value | Owned or Leased by Firm or Owner? | Used as collateral? | Where is item stored? | Actions | Document Uploaded |
|---------------------|---------------|-----------------------------------|---------------------|-----------------------|---------|-------------------|
| No items to display |               |                                   |                     |                       |         |                   |

Enter the Equipment make and model, the current value and select the ownership type from the dropdown. Indicate if the equipment is used as collateral, and where it is stored.

**Add/Edit Company's Inventory Info (Equipment and/Or Vehicles)**

**Make & Model**

**Current Value**

**Owned or Leased by Firm or Owner?**

**Used as collateral?**  Yes  No

**Where is item stored?**

**\* This color background fields are mandatory.**

Next add any firm Office Space.

2. Office Space (Upload docs: Company owned real estate, Office Lease Agreements)

| Street Address | Current Value of Property or Lease | Owned or Leased by Firm or Owner? | Actions | Document Uploaded |
|----------------|------------------------------------|-----------------------------------|---------|-------------------|
|----------------|------------------------------------|-----------------------------------|---------|-------------------|

No items to display

Enter the Street Address, Current Value and if the space is owned or leased.

Add/Edit Company's Inventory Info (Office Space)

Street Address

Current Value \$0.00

Owned or Leased by Firm or Owner?

\* This color background fields are mandatory.

Add in any Storage Space for the firm.

3. Storage Space (Upload docs: Storage Space Lease Agreements)

| Street Address | Current Value of Property or Lease | Owned or Leased by Firm or Owner? | Actions | Document Uploaded |
|----------------|------------------------------------|-----------------------------------|---------|-------------------|
|----------------|------------------------------------|-----------------------------------|---------|-------------------|

No items to display

Enter the Street Address, Current Value and if the space is owned or leased.

### Add/Edit Company's Inventory Info (Storage Space)

|                                   |   |
|-----------------------------------|---|
| Street Address                    | <input type="text"/>                                    |
| Current Value                     | <input type="text" value="\$0.00"/> ▲▼                  |
| Owned or Leased by Firm or Owner? | <input type="text" value="Select ownership type..."/> ▼ |

\* This color background fields are mandatory.

#### Section 4D

Indicate whether your firm relies on any other firm for management functions or employee payroll.

**D. Does your firm rely on any other firm for management functions or employee payroll?**

Yes  No

#### Section 4E

Add Financial/Banking information.

#### E. Financial/Banking Information (Please upload corporate bank resolution(s) and signature cards)

| Name of Bank        | City & State | Who can sign checks on this account? (Full Name -- Title) | Actions | Document Uploaded |
|---------------------|--------------|---|---------|-------------------|
| No items to display |              |   |         |                   |

**Bonding Information:** *If you have bonding capacity, identify the firm's bonding aggregate and project limits:*

Aggregate Limit:  ▲▼

Project Limit:  ▲▼

Enter the Name of the Bank, City & State and select who can sign checks on the account.

**Add/Edit Company's Financial Info**

Name of Bank

City & State

Who can sign checks on this account?

\* This color background fields are mandatory.

Update Cancel

Additionally, indicate Bonding information by clicking in the text boxes and entering the limits.

**Bonding Information:** *If you have bonding capacity, identify the firm's bonding aggregate and project limits:*

Aggregate Limit:  ▲▼

Project Limit:  ▲▼

## Section 4F

Identify all sources, amounts and purposes of money loaned to the firm.

**E. Identify all sources, amounts, and purposes of money loaned to your firm including from financial institutions. Identify whether you the owner and any other person or firm loaned money to the applicant DBE/ACDBE. Include the names of any persons or firms guaranteeing the loan, if other than the listed owner.**

| Name of Source      | Address of Source | Name of Person Gauranteeing the Loan | Original Balance | Current Balance | Purpose of Loan | Actions | Document Uploaded |
|---------------------|-------------------|--------------------------------------|------------------|-----------------|-----------------|---------|-------------------|
| No items to display |                   |                                      |                  |                 |                 |         |                   |

Fill out the information as required on the Add screen.

### Add/Edit Company's Loans Info

|                                      |                          |
|--------------------------------------|--------------------------|
| Name of Source                       | <input type="text"/>     |
| Address of Source                    | <input type="text"/>     |
| Name of Person Gauranteeing the Loan | <input type="text"/>     |
| Original Balance                     | <input type="text"/> ▲ ▼ |
| Current Balance                      | <input type="text"/> ▲ ▼ |
| Purpose of Loan                      | <input type="text"/>     |

## Section 4G

List any contributions or transfers of assets to/from the firm and to/from any of its owners or other individuals in the past two years.

**G. List all contributions or transfers of assets to/from your firm and to/from any of its owners or another individual over the past two years.**

| Contribution /Asset | Dollar Value | From Whom Transferred | To Whom Transferred | Relationship | Date of Transfer | Actions | Document Uploaded |
|---------------------|--------------|-----------------------|---------------------|--------------|------------------|---------|-------------------|
| No items to display |              |                       |                     |              |                  |         |                   |

Complete the information on the Add screen as required, entering the contribution/asset, amount, from whom and to whom it was transferred, the relationship and the date of the transfer.

### Add/Edit Company's Assets Transfer Info

|                       |  |
|-----------------------|--|
| Contribution / Asset  | <input type="text"/>   |
| Dollar Value          | <input type="text"/> <input type="button" value="▲"/> <input type="button" value="▼"/> |
| From Whom Transferred | <input type="text"/>   |
| To Whom Transferred   | <input type="text"/>   |
| Relationship          | <input type="text"/>   |
| Date of Transfer      | <input type="text"/> <input type="button" value="📅"/>                                  |

## Section 4H

List any permits or licenses held by any owner and/or employee of the firm.

H. List current licenses/permits held by any owner and/or employee of your firm (Upload copies of relevant licenses)

| Name of License/Permit Holder | Type of License/Permit | Expiration Date | State | Actions | Document Uploaded |
|-------------------------------|------------------------|-----------------|-------|---------|-------------------|
|-------------------------------|------------------------|-----------------|-------|---------|-------------------|

No items to display

Enter the information as required on the Add screen.

### Add/Edit Company Person's Licenses Info

|                               |  |
|-------------------------------|--|
| Name of License/Permit Holder | <input type="text"/>   |
| Type of License/Permit        | <input type="text"/>   |
| Expiration Date               | <input type="text"/>  |
| State                         | Select State... <input type="text"/>   |

**\* This color background fields are mandatory.**

## Section 4I

List the three largest contracts completed by the firm in the past three years (if any).

1. List the three largest contracts completed by your firm in the past three years, if any (Upload list of Active Contracts):

| Name of Owner/Contractor | Name/Location of Project | Type of Work Performed | Dollar Value of Contract | Actions | Document Uploaded |
|--------------------------|--------------------------|------------------------|--------------------------|---------|-------------------|
|--------------------------|--------------------------|------------------------|--------------------------|---------|-------------------|

No items to display

Enter the contract information as required.

**Add/Edit Company Contracts Info**

|                          |                      |
|--------------------------|----------------------|
| Name of Owner/Contractor | <input type="text"/> |
| Name/Location of Project | <input type="text"/> |
| Type of Work Performed   | <input type="text"/> |
| Dollar Value of Contract | <input type="text"/> |

\* This color background fields are mandatory.

## Section 4J

List the three largest active jobs on which your firm is currently working.

3. List the three largest active jobs on which your firm is currently working:

| Name of Prime Contractor /Project Number | Name/ Location of Project | Type of Work Performed | Project Start Date | Anticipated Completion Date | Dollar Value of Contract | Actions | Document Uploaded |
|--|---------------------------|------------------------|--------------------|-----------------------------|--------------------------|---------|-------------------|
| No items to display                      |                           |                        |                    |                             |                          |         |                   |

Enter the company contract information as required.

### Add/Edit Company Contracts Info

|                             |  |
|-----------------------------|--|
| Name of Prime Contractor    | <input type="text"/>   |
| Project Number              | <input type="text"/>   |
| Name/Location of Project    | <input type="text"/>   |
| Type of Work Performed      | <input type="text"/>   |
| Project Start Date          | <input type="text"/>    |
| Anticipated Completion Date | <input type="text"/>    |
| Dollar Value of Contract    | <input type="text"/>   |

\* This color background fields are mandatory.

There is a special table just for Airport Concession applicants.

**AIRPORT CONCESSION (ACDBE) APPLICANTS ONLY MUST COMPLETE THIS SECTION**  
*Identify the following information concerning the ACDBE applicant firm:*

| Concession Space    | Address/<br>Location at<br>Airport | Value of Property<br>or Lease | Fees/Lease Payments<br>Paid to the Airport | Actions |
|---------------------|------------------------------------|-------------------------------|--|---------|
| No items to display |                                    |                               |  |         |

Enter the Concession information as necessary.

**Add/Edit Company ACDBE Info**

|   |   |
|---|---|
| Concession Space                        | <input type="text" value="e.g. Concourse A, Booth 18 etc"/> |
| Address/Location at Airport             | <input type="text"/>  |
| Value of Property or Lease              | <input type="text"/> ▲ ▼                                    |
| Fees/Lease Payments paid to the Airport | <input type="text"/> ▲ ▼                                    |

**\* This color background fields are mandatory.**

Airport Concessions must also provide information concerning any other airport concession businesses the applicant firm or any affiliate owns and/or operates.

Provide information concerning any other airport concession businesses the applicant firm or any affiliate owns and/or operates, including name, location, type of concession, and start date of concession.

| Name of Concession | Location | Type of Concession | Start Date of Concession | Actions |
|--------------------|----------|--------------------|--------------------------|---------|
|--------------------|----------|--------------------|--------------------------|---------|

No items to display

Enter the concession information as necessary.

### Add/Edit Company ACDBE Info

|                          |                                      |
|--------------------------|--------------------------------------|
| Name of Concession       | Franchise name if available          |
| Location                 | e.g. Airport, Certain Concourse, etc |
| Type of Concession       | e.g. Restaurant, snack shop etc      |
| Start Date of Concession | <input type="text"/>                 |

**\* This color background fields are mandatory.**

## Section 5 – Affidavit of Certification

Section 5 is the Affidavit of Certification. Each business owner must complete the Affidavit. If additional owners need to be in the table, return to Section 3 and make any necessary additions, updates or

changes. Click the **Signature**  icon to sign the affidavit.

Section 5: Affidavit of Certification

[Previous](#) [Next](#)

**e-Sign for each owner below:**

| Owner Name  | Title | Gender | Ethnicity          | Ownership Type | Percentage Owned | Affidavit Sign Date | Signed | Actions   |
|-------------|-------|--------|--------------------|----------------|------------------|---------------------|--------|---|
| Sally Smith | CEO   | FEMALE | HISPANIC OR LATINO | MAJORITY       | 100.00%          |                     |        |  |

[Previous](#) [Next](#)

1 - 1 of 1 items

The Affidavit will open in a new window, populated by the user's information. Type your name in the eSignature field and enter the current date to sign the affidavit. Click in the check box to affirm the information submitted is true. Click **Update** to save the signature and return to the application or click **Cancel** to return to the application without signing the affidavit.

### Affidavit of Certification

*This form must be e-signed for each owner upon which disadvantaged status is relied.*

**A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.**

I, **Sally Smith** (full name printed), swear or affirm under penalty of law that I am **CEO** (title) of the application firm **3D Company, Inc.**, 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. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named firm as well as the ownership, control and affiliations thereof. I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, and the named firm's bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility. I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named firm and its affiliates, inspection of its places(s) of business and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification. If awarded a contract, subcontract, concession lease or sublease, I agree to promptly and directly provide the prime contractor, if any, and the Department, recipient agency, or federal funding agency on an ongoing basis, 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 agree to provide written notice to the recipient agency or Unified Certification Program of any material change in the information contained in the original application within 30 calendar days of such change (e.g., ownership changes, address/telephone number, personal net worth exceeding \$1.32 million, etc.).

I acknowledge and agree that any misrepresentation 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. I certify that I am a socially and economically disadvantaged individual who is an owner of the above-referenced firm seeking certification as a Disadvantaged Business Enterprise or Airport Concession Disadvantaged Business Enterprise. In support of my application, I certify that I am a member of one or more of the following groups, and that I have held myself out as a member of the group(s): **HISPANIC OR LATINO**

Gender: **FEMALE**

I certify that I am socially disadvantaged because I have been subjected to racial or ethnic prejudice or cultural bias, or have suffered the effects of discrimination, because of my identity as a member of one or more of the groups identified above, without regard to my individual qualities.

I further certify that my personal net worth does not exceed \$1.32 million, and that I am economically disadvantaged because my ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially and economically disadvantaged.

|   |                    |
|---|--------------------|
| <b>Owner Name:</b>  | <b>SALLY SMITH</b> |
| <b>e-Signature:</b>   |                    |
| <b>Date:</b>  |                    |
| <input type="checkbox"/> I declare under the penalty of perjury that the information provided in this application and supporting documents is true and correct. |                    |

\* This color background fields are mandatory.

A green check mark will indicate the affidavit has been signed. Once all owners have signed the affidavit, the next button can be clicked to move on to the next section.

| Section 5: Affidavit of Certification |       |        |                    |                |                  |                     |        |         |
|---------------------------------------|-------|--------|--------------------|----------------|------------------|---------------------|--------|---------|
| e-Sign for each owner below:          |       |        |                    |                |                  |                     |        |         |
| Owner Name                            | Title | Gender | Ethnicity          | OwnerShip Type | Percentage Owned | Affidavit Sign Date | Signed | Actions |
| Sally Smith                           | CEO   | FEMALE | HISPANIC OR LATINO | MAJORITY       | 100.00%          | 09-Jun-2016         | ✓      |         |

1 - 1 of 1 items

## Section 6 – Documents Checklist

The Documents Checklist section provides a way to see which documents have been uploaded and which still need to be added.

| Section 6: Documents Checklist  |                       |                       |
|---|-----------------------|-----------------------|
| <a href="#">Previous</a> <a href="#">Next</a>                                       |                       |                       |
| <b>NOTE: All Applications Must contain the following information/documentation:</b> |                       |                       |
| Title   | Upload/View documents | Document(s) Uploaded? |
| Sally Smith's Birth Certificate/Passport/Naturalization Documents                   |                       |                       |
| Storage: 455 Station Way  |                       | ✓                     |
| Loan: Snutg   |                       | ✓                     |
| Office: 12345 River Drive   |                       | ✓                     |
| Sally Smith's Drivers License   |                       |                       |
| Vehicle: Ford Taurus  |                       | ✓                     |
| Sally Smith's Proof of initial investment   |                       |                       |
| Susan James Licenses and Permits  |                       | ✓                     |
| Sally Smith's Work Resumes  |                       |                       |
| Page 1 of 1   10 items per page   1 - 9 of 9 items                                  |                       |                       |
| Required Documents per Business type To Upload:                                     |                       |                       |
| Title   | Upload/View documents | Document(s) Uploaded? |
| Annual Salaries for all owners/managers/directors                                   |                       | ✓                     |
| Articles of Incorporation With State Seal   |                       |                       |
| By Laws (Originals and amendments)  |                       |                       |
| Financial Banking Information   |                       |                       |
| Corporate Federal Tax Returns   |                       |                       |
| Income Statements   |                       |                       |
| Sally Smith's Personal federal tax returns for most current 3 years                 |                       |                       |
| Meeting Minutes   |                       | ✓                     |
| Share Ledger  |                       |                       |
| Stock Certificates (Both sides-including any cancelled certifications)              |                       |                       |
| Page 1 of 1   10 items per page   1 - 10 of 10 items                                |                       |                       |
| Out of State Required Documents To Upload:  |                       |                       |
| Title   | Upload/View documents | Document(s) Uploaded? |
| Current Home State Certification Letter   |                       |                       |
| Current Home State Onsite Review Report   |                       |                       |

| Optional Documents to Upload:                |   |                       |
|--|---|-----------------------|
| Title  | Upload/View documents   | Document(s) Uploaded? |
| Affidavit of Certification from each partner |  |                       |
| OTHER1                                       |  |                       |
| OTHER2                                       |  |                       |
| Section 1 - Tracking                         |  | ✓                     |
| Section 2 - Application                      |  | ✓                     |
| Section 3 - Correspondence                   |  | ✓                     |
| Section 4 - Personal Information             |  | ✓                     |
| Section 5 - Operational Documents            |  | ✓                     |
| Section 6 - Ownership Documents              |  | ✓                     |
| Section 7 - Financial                        |  | ✓                     |

Page 1 of 1 | 10 items per page | 1 - 2 of 2 items

Page 1 of 3 | 10 items per page | 1 - 10 of 28 items

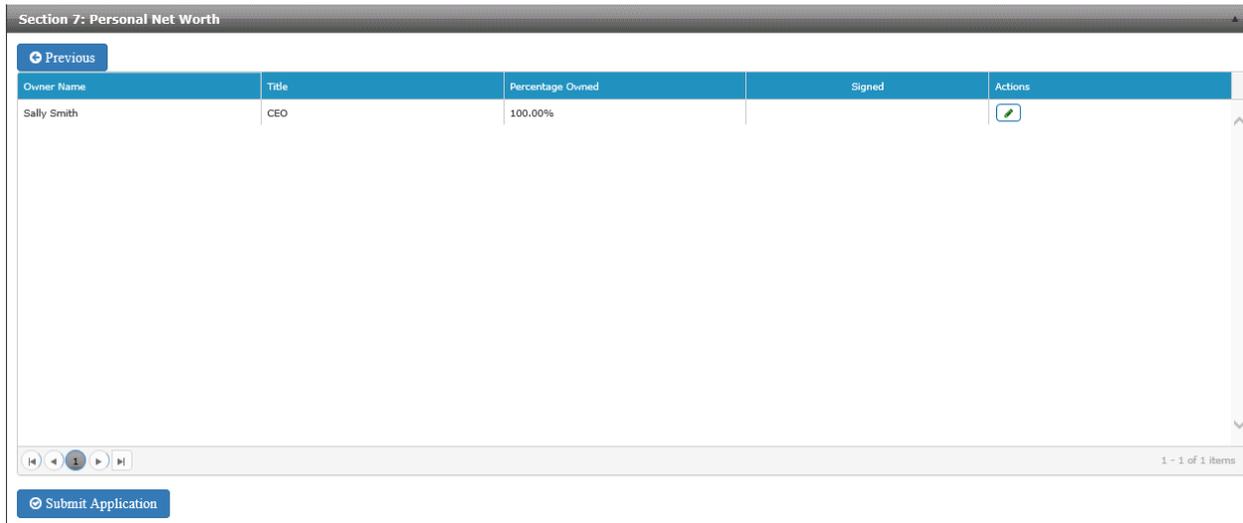
[Previous](#) [Next](#)

Section 7: Personal Net Worth

Review each section; anywhere where a check mark is missing, please click the **Upload/View Documents**  icon and upload the necessary documents. If the **Next** button is clicked and documents are still needed, the system will display a warning alerting the User that some additional documents are needed to be uploaded.

## Section 7 – Personal Net Worth

Finally in Section 7 complete the Personal Net Worth statement. Click on the **Edit**  icon to edit the Personal Net Worth document.



| Owner Name  | Title | Percentage Owned | Signed | Actions   |
|-------------|-------|------------------|--------|---|
| Sally Smith | CEO   | 100.00%          |        |  |

The Personal Net Worth section opens in a new window. Information is pre-populated when available.

Type in the text boxes, enter dollar amounts where applicable and for all of the tables, click the **Add**  icon to add a record to the table. Complete the required fields and click **Update** to add the record or click **Cancel** to return to the table without adding a record. The new record displays in the table, along with the options to **Edit**  or **Delete**  the record. The **Edit** icon will open the Edit screen. Make changes and click **Update** to update the record or click **Cancel** to return to the table without changing the record. Click **Delete** to delete a record; click **OK** at the confirmation message to delete the record. If supporting

documents are required, they should be uploaded by clicking on the **Upload/View documents**  icon. Some documentation is required for specific tables. A Document Uploaded column appears in those tables, and a green check mark  appears once the required documentation is uploaded.

**General Instructions to complete Personal Net Worth Statement:**

This form is used by all participants in the U.S. Department of Transportation's Disadvantaged Business Enterprise (DBE) Programs. Each individual owner of a firm applying to participate as a DBE or ACDBE, whose ownership and control are relied upon for DBE certification must complete this form. Each person signing this form authorizes the Unified Certification Program (UCP) recipient to make inquiries as necessary to verify the accuracy of the statement made. The agency you apply to will use the information provided to determine whether an owner is economically disadvantaged as defined in the DBE program regulations 49 C.F.R. Parts 23 and 26.

**Section 1:**

Owner Name: Sally Smith

Residence Address (As reported to the IRS) City, State and Zip Code: 123 Street Indianapolis, IN 46240

Residence Phone: (317) 555-5555

Business Name of the Applicant Firm: [Redacted]

Business Phone: [Redacted]

Marital Status: Select Marital Status... ▼

Spouse's Name: [Redacted]

| <u>Assets</u>   | (Omit Cents) | <u>Liabilities</u>  | (Omit Cents) |
|---|--------------|---|--------------|
| Cash and Cash Equivalents   | \$0.00       | Loan on Life Insurance                                    | \$0.00       |
| Retirement Accounts (IRAs, 401ks, 403Bs, Pensions, etc.) (Report full value minus tax and interest penalties that would apply if assets were distributed today) | \$0.00       | Mortgages on Real Estate Excluding Primary Residence Debt | \$0.00       |
| Brokerage, Investment Accounts  | \$0.00       | Notes, Obligations on Personal Property                   | \$0.00       |
| Assets Held in Trust  | \$0.00       | Notes & Accounts Payable to Banks and Others              | \$0.00       |
|   |              | Other Liabilities   | \$0.00       |
| Assets Held in Trust  | \$0.00       | Other Liabilities   | \$0.00       |
| Loans to Shareholders & Other Receivables   | \$0.00       | Other Unpaid Taxes  | \$0.00       |
| Real Estate Excluding Primary Residence   | \$0.00       |   |              |
| Life Insurance (Cash Surrender Value Only)  | \$0.00       |   |              |
| Other Personal Property and Assets  | \$0.00       |   |              |
| Business Interests Other Than the Applicant Firm  | \$0.00       |   |              |
| <b>Total Assets:</b>  | \$0.00       | <b>Total Liabilities:</b>                                 | \$0.00       |
|   |              | <b>Total Net Worth:</b>                                   | \$0.00       |

**Section 2: Notes Payable to Bank and Others**

| Name                | Original Bal | Current Bal | Payment Amount | Frequency Typ... | How Secured or... | Actions |
|---------------------|--------------|-------------|----------------|------------------|-------------------|---------|
| No items to display |              |             |                |                  |                   |         |

[Section 3: Accounts](#)

| Account Type | Name of Account | Cost | Market Value Q... | Date of Quotati... | Total Value | Actions |
|--------------|-----------------|------|-------------------|--------------------|-------------|---------|
|--------------|-----------------|------|-------------------|--------------------|-------------|---------|

No items to display

[Section 4: Real Estate](#)

| Property Type | Address | Purchase Price | Present Market... | Mortgage Account | Mortgage Balance | Actions |
|---------------|---------|----------------|-------------------|------------------|------------------|---------|
|---------------|---------|----------------|-------------------|------------------|------------------|---------|

No items to display

[Section 5: Life Insurances Held](#)

| Insurance Company | Face Value | Cash Surrender A... | Beneficiaries | Loan on Policy Info... | Actions |
|-------------------|------------|---------------------|---------------|------------------------|---------|
|-------------------|------------|---------------------|---------------|------------------------|---------|

No items to display

[Section 6: Other Property and Assets](#)

| Property Type | Name | Total Present... | Amount of Li... | Insured String | Lien or Note... | Terms of Pay... | Actions |
|---------------|------|------------------|-----------------|----------------|-----------------|-----------------|---------|
|---------------|------|------------------|-----------------|----------------|-----------------|-----------------|---------|

No items to display

[Section 7: Other Businesses](#)

| Name | Business Type | Percent Interest | Market Value | Notes | Actions |
|------|---------------|------------------|--------------|-------|---------|
|------|---------------|------------------|--------------|-------|---------|



Start with the Notes Payable to banks and others.

**Section 2: Notes Payable to Bank and Others**

| Name | Original Bal | Current Bal | Payment Amount | Frequency Type ... | How Secured or ... | Actions |
|------|--------------|-------------|----------------|--------------------|--------------------|---------|
|------|--------------|-------------|----------------|--------------------|--------------------|---------|

No items to display

Enter information on the Add screen as necessary.

**Add / Edit Notes Payable to Banks and Other**

Name

Original Bal  ▲▼

Current Bal  ▲▼

*Amount above will added to Notes & Accounts Payable to Banks and Others in the above bank sheet.*

Payment Amount  ▲▼

Frequency Type  ▼

How Secured or Endorsed Type of Collateral

**\* This color background fields are mandatory.**

Next enter information about Accounts.

**Section 3: Accounts**

| Account Type | Name of Account | Cost | Market Value Qu... | Date of Quotatio... | Total Value | Actions |
|--------------|-----------------|------|--------------------|---------------------|-------------|---------|
|--------------|-----------------|------|--------------------|---------------------|-------------|---------|

No items to display

In the Accounts Add/Edit screen, select the Account Type then complete the other fields as necessary.

**Add / Edit Accounts**

Account Type: Select Account Type... ▼

Name of Account: [Text Box]

Cost: [Spinner]

Market Value Quotation / Exchange: [Spinner]

Date of Quotation / Exchange: [Date Picker]

Total Value: [Spinner]

*Amount above will added to Retirement Accounts or Brokerage, Investment Accounts in the above bank sheet depending on the selected type.*

**\* This color background fields are mandatory.**

Update Cancel

Add any Real Estate information as necessary.

**Section 4: Real Estate**

| Property Type | Address | Purchase Price | Present Market ... | Mortgage Account | Mortgage Balance | Actions |
|---------------|---------|----------------|--------------------|------------------|------------------|---------|
|---------------|---------|----------------|--------------------|------------------|------------------|---------|

No items to display

Select the Property Type, Method of Acquisition and Frequency from the dropdowns and then type the remaining information into the text fields.

### Add / Edit Real Estate

|                               |                            |
|-------------------------------|----------------------------|
| Property Type                 | Select Real Estate Type... |
| Address                       |                            |
| Date Acquired                 |                            |
| Method of Acquisition         | Select Acquisition Type... |
| Name(s) On Deed               |                            |
| Purchase Price                |                            |
| Present Market Value          |                            |
| Source of Market Valuation    |                            |
| Names of All Mortgage Holders |                            |
| Mortgage Account              |                            |
| Mortgage Balance              |                            |
| Mortgage Balance Date         |                            |
| Equity line of credit balance |                            |
| Payment Amount                |                            |
| Frequency                     | Select Frequency...        |

*Amount above will added to Real Estate Excluding Primary Residence in the above bank sheet.*

*Amount above will added to Mortgage on Real Estate Excluding Primary Residence Debt in the above bank sheet.*

**\* This color background fields are mandatory.**

Update Cancel

Next enter information on any Life Insurances Held.

| Insurance Company   | Face Value | Cash Surrender Am... | Beneficiaries | Loan on Policy Infor... | Actions |
|---------------------|------------|----------------------|---------------|-------------------------|---------|
| No items to display |            |                      |               |                         |         |

Enter any life insurance information in the text fields.

**Add / Edit Insurances**

Insurance Company:

Face Value:  ▲ ▼

Cash Surrender Amount:  ▲ ▼

*Amount above will added to Life Insurance(Cash Surrender Value Only) in the above bank sheet.*

Beneficiaries:

Loan on Policy Information:  ▲ ▼

*Amount above will added to Loan on Life Insurance in above bank sheet.*

**\* This color background fields are mandatory.**

Enter any other Property or Assets information.

| Property Type | Name | Total Present ... | Amount of Lia... | Insured String | Lien or Note A... | Terms of Pay... | Actions |
|---------------|------|-------------------|------------------|----------------|-------------------|-----------------|---------|
|---------------|------|-------------------|------------------|----------------|-------------------|-----------------|---------|

No items to display

Select a property type from the dropdown and then complete the remaining text fields.

**Add / Edit Other Properties**

Property Type: Select Property Type...

Name: [Mandatory Field]

Total Present Value: [Mandatory Field]

*Amount above will added to Other Personal Property and Assets or Loans to Shareholders & Others Receivables in above the bank sheet depending on the type selected.*

Amount of Liability: [Mandatory Field]

Is this asset insured?

Lien or Note Amount: [Mandatory Field]

*Amount above will added to Notes, Obligations on Personal Property in above the bank sheet.*

Terms of Payment: [Mandatory Field]

**\* This color background fields are mandatory.**

[Update] [Cancel]

Enter in details of other businesses.

**Section 7: Other Businesses**

| Name | Business Type | Percent Interest | Market Value | Notes | Actions |
|------|---------------|------------------|--------------|-------|---------|
|------|---------------|------------------|--------------|-------|---------|

No items to display

Select the Business Type from the dropdown and complete the text fields as necessary.

**Add / Edit Other Businesses**

Business Type: Select PropertyType...  
Name:   
Percent Interest:  ▲ ▼  
Market Value:  ▲ ▼  
Notes:

*Amount above will added to Business Interests Other Than the Applicant Firm in the above bank sheet.*

**\* This color background fields are mandatory.**

Add any Liability or Unpaid Taxes information.

**Section 8: Liabilities and Unpaid Taxes**

| Name | Type | Unpaid Amount | Notes | Actions |
|------|------|---------------|-------|---------|
|------|------|---------------|-------|---------|

No items to display

Select the liability type and complete the remaining text fields.

### Add / Edit Liabilites

|               |   |
|---------------|---|
| Type          | Select Type... ▼  |
| Name          | <input type="text"/>  |
| Unpaid Amount | <input type="text"/> ▲▼   |
|               | <i>Amount above will added to Other Liabilities or Unpaid Taxes in above the bank sheet depending on the type selected.</i> |
| Notes         | <input type="text"/>  |

**\* This color background fields are mandatory.**

Indicate any transferred assets.

### Section 9: Transferred Assets

| Name | Value | Transfer Date | Notes | Actions |
|------|-------|---------------|-------|---------|
|------|-------|---------------|-------|---------|

No items to display

Enter the name and value of the transfer. Add the people who own the assets now by clicking the **Add** icon.

**Add / Edit Transfer Asset**

Name

Value

Transfer Date

Notes

[Individuals who own asset now](#)

| Name | Relationship | Notes | Actions |
|------|--------------|-------|---------|
|------|--------------|-------|---------|

No items to display

\* This color background fields are mandatory.

Update Cancel

Click the **Add**  icon to enter the name and relationship of the new asset owner.

**Add / Edit Transfer Asset To**

Name:

Relationship:

Notes:

Update Cancel

Once all asset and liability information has been added, type your name in the eSignature text box, enter the date and click in the check box to affirm the information entered is accurate. Click **Update** to save the Personal Net Worth statement or click **Cancel** to return to the Personal Net Worth table without adding the record.

**E-Signature**

**Date**

**Signed**

I declare under penalty of perjury that the information provided in this personal net worth statement and supporting documents is complete, true and correct. I certify that no assets have been transferred to any beneficiary for less than fair market value in the last two years. I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and the truth of the statements in the application and this personal net worth statement, and I authorize such agency to contact any entity named in the application or this personal financial statement, including the names banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility. I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for termination 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.

In collecting the information requested by this form, the Department of Transportation complies with Federal Freedom of Information and Privacy Act (5 U.S.C. 552 and 552a) provisions. The Privacy Act provides comprehensive protections for your personal information. This includes how information is collected, used, disclosed, stored, and discarded. Your information will not be disclosed to third parties without your consent. The information collected will be used solely to determine your firm's eligibility to participate in the Disadvantaged Business Enterprise (DBE) Program or Airport Concessionaire DBE Programs as defined in 49 C.F.R. parts 23 and 26. You may review DOT's complete Privacy Act Statement in the Federal Register published on April 11, 2000 (65 FR 19477).

\* This color background fields are mandatory.

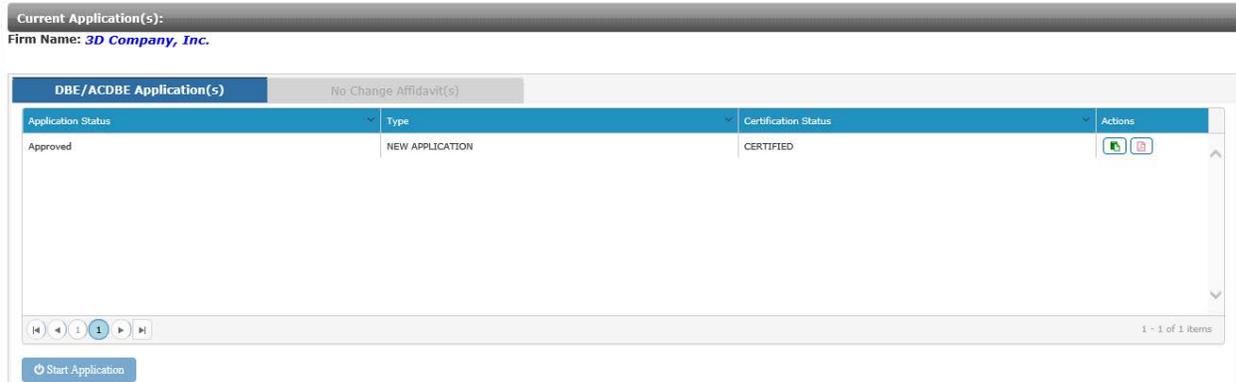
Once all Personal Net Worth statements are entered and the application is complete, click the **Submit Application** button to submit the application.

| Owner Name  | Title | Percentage Owned | Signed | Actions |
|-------------|-------|------------------|--------|---------|
| Sally Smith | CEO   | 100.00%          | ✓      |         |

Click **OK** at the confirmation message.

## Start an Amendment

To amend an existing approved application, click the **Start Amendment**  icon from the **My Application** screen.



Current Application(s):  
Firm Name: **3D Company, Inc.**

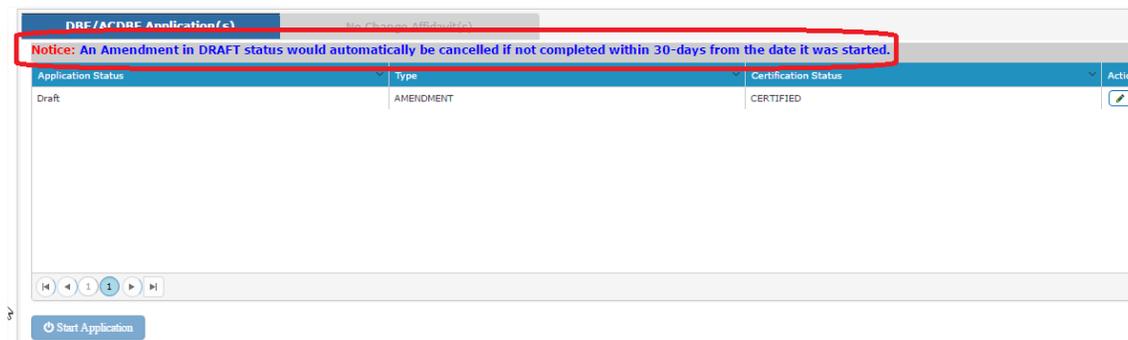
| DBE/ACDBE Application(s)   | No Change Affidavit(s) |                      |   |         |          |                 |           |   |  |
|--|------------------------|----------------------|---|---------|----------|-----------------|-----------|---|--|
| <table border="1"><thead><tr><th>Application Status</th><th>Type</th><th>Certification Status</th><th>Actions</th></tr></thead><tbody><tr><td>Approved</td><td>NEW APPLICATION</td><td>CERTIFIED</td><td> </td></tr></tbody></table> | Application Status     | Type                 | Certification Status  | Actions | Approved | NEW APPLICATION | CERTIFIED |   |  |
| Application Status   | Type                   | Certification Status | Actions   |         |          |                 |           |   |  |
| Approved   | NEW APPLICATION        | CERTIFIED            |   |         |          |                 |           |   |  |

1 - 1 of 1 Items

[Start Application](#)



Once an Amendment is started, it can stay in DRAFT status for up to 30 days. If the Amendment is not submitted within 30 days then the Amendment will automatically be cancelled. A note will appear in the **Current Application(s)** section to alert the User of the time limit.



DBE/ACDBE Application(s) No Change Affidavit(s)

**Notice: An Amendment in DRAFT status would automatically be cancelled if not completed within 30-days from the date it was started.**

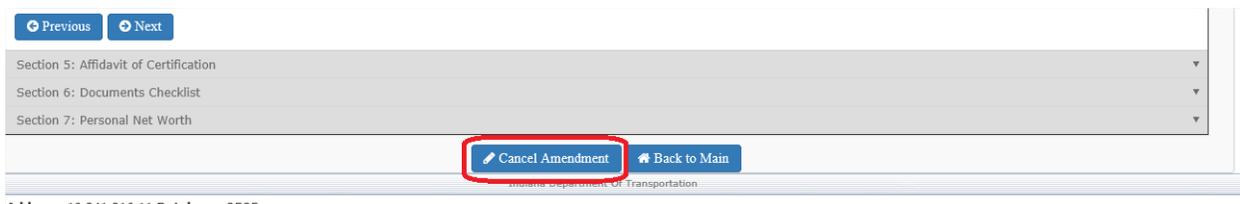
| Application Status | Type      | Certification Status | Actions   |
|--------------------|-----------|----------------------|---|
| Draft              | AMENDMENT | CERTIFIED            |  |

1 - 1 of 1 Items

[Start Application](#)

If a No Change Affidavit is due and the User sees the Notification on his **Current Application(s)** header, then an Amendment would not be allowed to be submitted unless a No Change Affidavit is submitted and approved.

The screen will open an editable version of the approved application, populated with all the information previously entered. Make changes as necessary and move through the screens. At any point click the **Cancel Amendment** button at the bottom of the page to cancel the amendment. Click **OK** at the confirmation message to cancel the Amendment.



[Previous](#) [Next](#)

Section 5: Affidavit of Certification  
Section 6: Documents Checklist  
Section 7: Personal Net Worth

[Cancel Amendment](#) [Back to Main](#)

Michigan Department of Transportation

Address: 10 241 216 11 Database: OEOP

When an Amendment Application is in process, the Application Status changes to Draft, the type changes to Amendment and the **Edit**  and **Cancel Amendment**  icons are available.

Current Application(s):  
Firm Name: *3D Company, Inc.*

| DBE/ACDBE Application(s) | No Change Affidavit(s) |                      |   |
|--------------------------|------------------------|----------------------|---|
| Application Status       | Type                   | Certification Status | Actions   |
| Draft                    | AMENDMENT              | CERTIFIED            |   |

1 - 1 of 1 items

Start Application

Click **Edit** to open the Amendment application and continue working the application.

Click **Cancel Amendment** to cancel the amendment. Click **OK** at the confirmation message to cancel the amendment. The Application Status will change to Approved and the Type will be New Application.

Current Application(s):  
Firm Name: *3D Company, Inc.*

| DBE/ACDBE Application(s) | No Change Affidavit(s) |                      |   |
|--------------------------|------------------------|----------------------|---|
| Application Status       | Type                   | Certification Status | Actions   |
| Approved                 | NEW APPLICATION        | CERTIFIED            |   |

1 - 1 of 1 items

Start Application

Once the Amendment is submitted for approval, the Application Status changes to Pending, the Type stays Amendment the Certification Status is Certified and the only icon available is **View Report** .

Current Application(s):  
Firm Name: *Susan Jones Highway Engineering Company*

| DBE/ACDBE Application(s) | No Change Affidavit(s) |                      |   |
|--------------------------|------------------------|----------------------|---|
| Application Status       | Type                   | Certification Status | Actions   |
| Pending                  | AMENDMENT              | CERTIFIED            |  |

1 - 1 of 1 items

Start Application

Indiana Department Of Transportation

## Start Re-Application

A Re-Application can only be submitted if a previous application has been denied or the Certification has been removed due to either not submitting a No Change Affidavit (during the 6 month window) or the New Application was denied. Click **Start Re-Application**  to start the re-application process.

Current Application(s):  
Firm Name: *Partial Cases, LLC*

| DBE/ACDBE Application(s)  | No Change Affidavit(s) |                      |   |         |        |                 |        |   |  |
|---|------------------------|----------------------|---|---------|--------|-----------------|--------|---|--|
| <table border="1"><thead><tr><th>Application Status</th><th>Type</th><th>Certification Status</th><th>Actions</th></tr></thead><tbody><tr><td>Closed</td><td>NEW APPLICATION</td><td>CLOSED</td><td> </td></tr></tbody></table> | Application Status     | Type                 | Certification Status  | Actions | Closed | NEW APPLICATION | CLOSED |   |  |
| Application Status  | Type                   | Certification Status | Actions   |         |        |                 |        |   |  |
| Closed  | NEW APPLICATION        | CLOSED               |   |         |        |                 |        |   |  |

1 - 1 of 1 items

[Start Application](#)

Once **Start Re-Application** is clicked, the Application Status changes to Draft, the Type is Re-Application and the Certification Status is TBD. The only action icon available is **Edit** . Click the **Edit** icon to work the Re-Application.

Current Application(s):  
Firm Name: *3D Company, Inc.*

| DBE/ACDBE Application(s)   | No Change Affidavit(s) |                      |   |         |       |                |     |   |  |
|--|------------------------|----------------------|---|---------|-------|----------------|-----|---|--|
| <table border="1"><thead><tr><th>Application Status</th><th>Type</th><th>Certification Status</th><th>Actions</th></tr></thead><tbody><tr><td>Draft</td><td>RE APPLICATION</td><td>TBD</td><td></td></tr></tbody></table> | Application Status     | Type                 | Certification Status  | Actions | Draft | RE APPLICATION | TBD |  |  |
| Application Status   | Type                   | Certification Status | Actions   |         |       |                |     |   |  |
| Draft  | RE APPLICATION         | TBD                  |  |         |       |                |     |   |  |

1 - 1 of 1 items

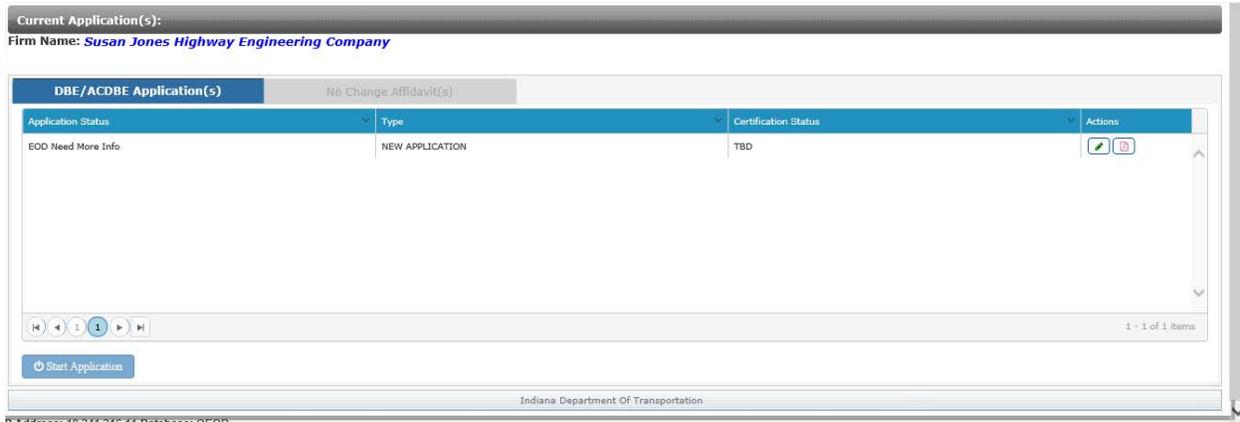
[Start Application](#)

The Re-Application is NOT pre-populated with any previously entered information. Complete the new application as required and **Submit**.

## EOD Need More Info

Occasionally the Economic Opportunity Division will need additional information or documentation before an application can be finalized. An email will be sent to the applicant notifying them of the additional information needed. In the **Current Application(s)** section, the Application Status changes to **EOD Need**

**More Info** and in the Actions column the **Edit**  icon will be available. Click on the **Edit** icon to change information or upload additional documentation as necessary.



**Current Application(s):**  
Firm Name: *Susan Jones Highway Engineering Company*

**DBE/ACDBE Application(s)**    No Change Affidavit(s)

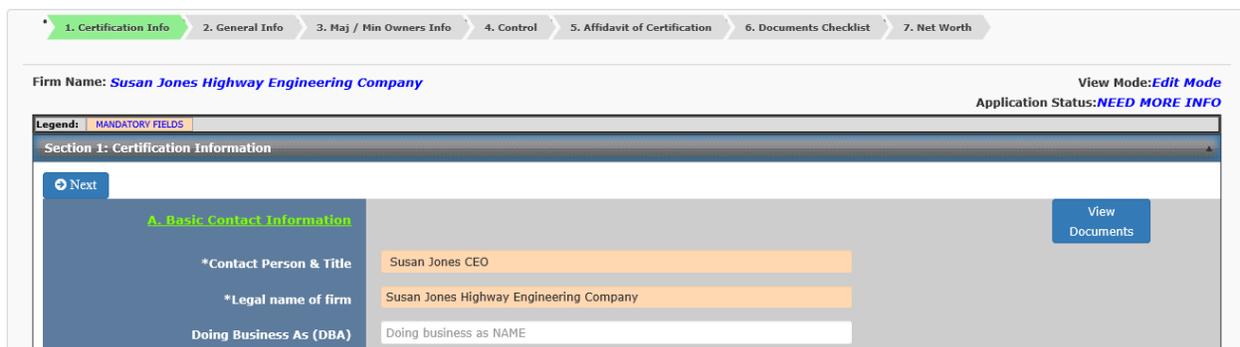
| Application Status | Type            | Certification Status | Actions   |
|--------------------|-----------------|----------------------|---|
| EOD Need More Info | NEW APPLICATION | TBD                  |   |

1 - 1 of 1 Items

[Start Application](#)

Indiana Department Of Transportation

The application will open in EDIT mode. Complete the changes as necessary and click the **Next** button to move through each section.



1. Certification Info    2. General Info    3. Maj / Min Owners Info    4. Control    5. Affidavit of Certification    6. Documents Checklist    7. Net Worth

Firm Name: *Susan Jones Highway Engineering Company*    View Mode: *Edit Mode*  
Application Status: *NEED MORE INFO*

**Legend:** MANDATORY FIELDS

**Section 1: Certification Information**

[Next](#)    [View Documents](#)

**A. Basic Contact Information**

\*Contact Person & Title: Susan Jones CEO

\*Legal name of firm: Susan Jones Highway Engineering Company

Doing Business As (DBA): Doing business as NAME

At the end of Section 7, click the **Submit Application** button to resubmit the application for consideration.

Section 7: Personal Net Worth

[Previous](#)

| Owner Name    | Title | Percentage Owned | Signed | Actions |
|---------------|-------|------------------|--------|---------|
| Susan Jones   | CEO   | 51.00%           | ✓      |         |
| Jason Jackson | CFO   | 49.00%           | ✓      |         |

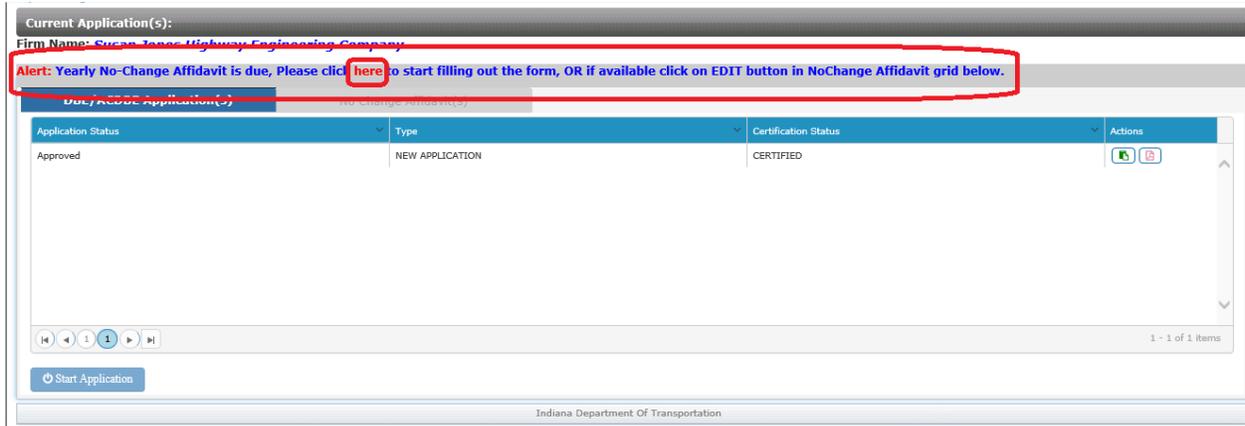
1 - 2 of 2 items

[Submit Application](#)

[Back to Main](#)

## No Change Affidavit

When the time comes to submit a No Change Affidavit, an alert appears at the top of the **Current Application(s)** section notifying the user. If the applicant meets the qualifications to submit a No Change Affidavit, click on the red **here** in the message to open the form.

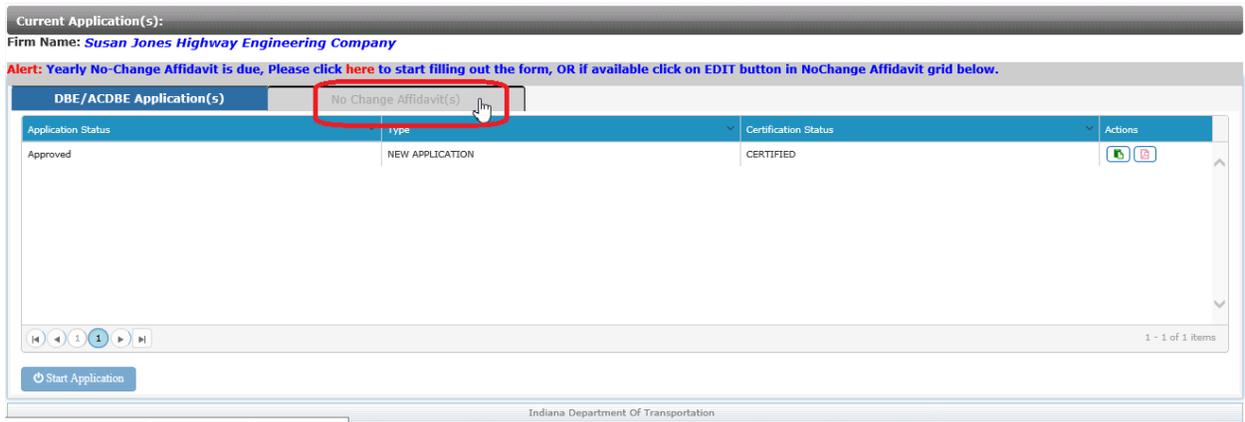


The screenshot shows the 'Current Application(s)' section for the firm 'Susan Jones Highway Engineering Company'. An alert message at the top states: 'Alert: Yearly No-Change Affidavit is due, Please click **here** to start filling out the form, OR if available click on EDIT button in NoChange Affidavit grid below.' The word 'here' is highlighted with a red box. Below the alert, there are two tabs: 'DBE/ACDBE Application(s)' and 'No Change Affidavit(s)'. A table below the tabs displays application details:

| Application Status | Type            | Certification Status | Actions   |
|--------------------|-----------------|----------------------|---|
| Approved           | NEW APPLICATION | CERTIFIED            |   |

At the bottom of the table, there is a 'Start Application' button and a pagination indicator '1 - 1 of 1 items'. The footer of the page reads 'Indiana Department Of Transportation'.

Once the red **here** link has been clicked, the No Change Affidavit can also be accessed by clicking on the **No Change Affidavit** tab.



This screenshot shows the same 'Current Application(s)' section, but the 'No Change Affidavit(s)' tab is now selected and highlighted with a red box. The alert message remains at the top. The table below the tabs shows the same application details as in the previous screenshot:

| Application Status | Type            | Certification Status | Actions   |
|--------------------|-----------------|----------------------|---|
| Approved           | NEW APPLICATION | CERTIFIED            |   |

The 'Start Application' button and pagination indicator are also present. The footer of the page reads 'Indiana Department Of Transportation'.

Click on the **Edit**  icon to access the No Change Affidavit form.

Current Application(s):  
 Firm Name: **Susan Jones Highway Engineering Company**

**Alert: Yearly No-Change Affidavit is due. Please click [here](#) to start filling out the form, OR if available click on EDIT button in NoChange Affidavit grid below.**

DBE/ACDBE Application(s) **No Change Affidavit(s)**

| Sr.# | Application Status | Last Update Date | Actions   |
|------|--------------------|------------------|---|
| 1    | Draft              | 13-Jun-2016      |  |

1 - 1 of 1 items

Indiana Department Of Transportation

The No Change Affidavit form opens populated with information submitted in the original approved application.

Firm Name: **Susan Jones Highway Engineering Company** View Mode: **Edit Mode**  
Application Status: **New**

**NO CHANGE AFFIDAVIT - {49 CFR § 26.83(j)}**

I swear (or affirm) that there have been no changes in the circumstances of **Susan Jones Highway Engineering Company** affecting its ability to meet the size, disadvantaged status, ownership or control requirements of 49CFR Part 26. There have been no material changes in the information provided with **Susan Jones Highway Engineering Company's** application for certification, except for any changes about which I have provided written notice to the Indiana Department of Transportation under §26.83(i).

**Susan Jones Highway Engineering Company** meets Small Business Administration (SBA) criteria for being a small business concern, and its average annual gross receipts do not exceed the maximum dollar limit, as defined by SBA rules (13 CFR 121.402), over the firm's previous three fiscal years. The Secretary of Transportation adjusts this amount for inflation from time to time, and will vary with the type of firm.

I certify that my personal net worth does not exceed \$1,320,000, and that I am economically disadvantaged because my ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business that are not socially and economically disadvantaged.

Report Gross receipts for the past calendar year:

Report average number of employees employed by firm:

**Identify all current owners/partners of the firm and the percentage of ownership by each:**

*Personal Net Worth (PNW) = Each minority and female owner constituting the 51% must affirm the range of PNW:  
 If you have indicated one or more owners have a personal net worth that exceeds \$750,000. Please upload the current year personal tax returns for those respective individuals.*

| Owner Name    | Ethnicity                 | Gender | Percent Owned | Personal NetWorth Range | Affidavit Sign Date | Signed | Actions   |
|---------------|---------------------------|--------|---------------|-------------------------|---------------------|--------|---|
| Jason Jackson | CAUCASIAN OR WHITE        | MALE   | 49.00%        | LESS THAN \$500,000     |                     |        |   |
| Susan Jones   | BLACK OR AFRICAN AMERICAN | FEMALE | 51.00%        | LESS THAN \$500,000     |                     |        |   |

1 - 2 of 2 items

NOTE: A complete copy (including all schedules, attachments, and Form 1099s) of the firm's last year's tax returns must be attached through upload button for each owner mentioned.

Click **Cancel** at any time to return to the **My Applications** screen. Any information entered into the Owner table will be saved, but all other entries will be lost.

Report Gross receipts for the past calendar year: \$0.00

Report average number of employees employed by firm: 0 employees

**Identify all current owners/partners of the firm and the percentage of ownership by each:**

*Personal Net Worth (PNW) - Each minority and female owner constituting the 51% must affirm the range of PNW:  
If you have indicated one or more owners have a personal net worth that exceeds \$750,000. Please upload the current year personal tax returns for those respective individuals.*

| Owner Name    | Ethnicity                 | Gender | Percent Owned | Personal NetWorth Range | Affidavit Sign Date | Signed | Actions   |
|---------------|---------------------------|--------|---------------|-------------------------|---------------------|--------|---|
| Jason Jackson | CAUCASIAN OR WHITE        | MALE   | 49.00%        | LESS THAN \$500,000     | 14-Jun-2016         | ✓      |   |
| Susan Jones   | BLACK OR AFRICAN AMERICAN | FEMALE | 51.00%        | LESS THAN \$500,000     | 14-Jun-2016         | ✓      |   |

1 - 2 of 2 items

NOTE: A complete copy (including all schedules, attachments, and Form 1099s) of the firm's last year's tax returns must be attached through upload button for each owner mentioned.

Submit **Cancel**

Type in the Gross receipts for the past calendar year, and enter the average number of employees employed by the firm.

Report Gross receipts for the past calendar year: \$0.00

Report average number of employees employed by firm: 0 employees

Review the Owner information and click on the **Edit** icon to eSign the document. Each Owner needs to complete the eSignature. Select the Personal Net Worth Range from the dropdown, type in the name to eSign the document and enter the current date. Check the check box next to “I declare under the penalty...” and click **Update** to sign the form. Click **Cancel** to return to the No Change Affidavit form without signing the document.

**Sign No Change Affidavit** ✕

|                                  |  |
|----------------------------------|--|
| <b>Owner Name:</b>               | <input style="width: 90%;" type="text" value="JASON JACKSON"/>       |
| <b>Personal Net Worth Range:</b> | <input style="width: 90%;" type="text" value="LESS THAN \$500,000"/> |
| <b>e-Signature:</b>              | <input style="width: 90%;" type="text"/>                             |
| <b>Date:</b>                     | <input style="width: 90%;" type="text"/>                             |

I declare under the penalty of perjury that the information provided in this application and supporting documents is true and correct.

\* This color background fields are mandatory.

Click the **Edit** icon again if changes are necessary.

Click the **Upload/View Documents** icon to upload last year’s company tax returns, as well as any personal documents that are required.

| Owner Name    | Ethnicity                 | Gender | Percent Owned | Personal NetWorth Range | Affidavit Sign Date | Signed | Actions |
|---------------|---------------------------|--------|---------------|-------------------------|---------------------|--------|---------|
| Jason Jackson | CAUCASIAN OR WHITE        | MALE   | 49.00%        | LESS THAN \$500,000     | 14-Jun-2016         | ✓      |         |
| Susan Jones   | BLACK OR AFRICAN AMERICAN | FEMALE | 51.00%        | LESS THAN \$500,000     | 14-Jun-2016         | ✓      |         |

1 - 2 of 2 items

NOTE: A complete copy (including all schedules, attachments, and Form 1099s) of the firm’s last year’s tax returns must be attached through upload button for each owner mentioned.

Once the signatures are made and the documents are uploaded, click **Submit** to submit the No Change Affidavit.

Report Gross receipts for the past calendar year: \$450,000.00

Report average number of employees employed by firm: 7 employees

**Identify all current owners/partners of the firm and the percentage of ownership by each:**

*Personal Net Worth (PNW) - Each minority and female owner constituting the 51% must affirm the range of PNW:  
If you have indicated one or more owners have a personal net worth that exceeds \$750,000. Please upload the current year personal tax returns for those respective individuals.*

| Owner Name    | Ethnicity                 | Gender | Percent Owned | Personal NetWorth Range | Affidavit Sign Date | Signed | Actions |
|---------------|---------------------------|--------|---------------|-------------------------|---------------------|--------|---------|
| Jason Jackson | CAUCASIAN OR WHITE        | MALE   | 49.00%        | LESS THAN \$500,000     | 14-Jun-2016         | ✓      |         |
| Susan Jones   | BLACK OR AFRICAN AMERICAN | FEMALE | 51.00%        | LESS THAN \$500,000     | 14-Jun-2016         | ✓      |         |

1 - 2 of 2 items

NOTE: A complete copy (including all schedules, attachments, and Form 1099s) of the firm's last year's tax returns must be attached through upload button for each owner mentioned.

**Submit** **Cancel**

In the **Current Application(s)** section, on the **No Change Affidavit(s)** tab, the record will show with a status of Pending. Click the **Edit** icon to view the form.

**Current Application(s):**  
Firm Name: **Susan Jones Highway Engineering Company**

DBE/ACDBE Application(s) **No Change Affidavit(s)**

| Sr.# | Application Status | Last Update Date | Actions |
|------|--------------------|------------------|---------|
| 1    | Pending            | 14-Jun-2016      |         |

1 - 1 of 1 items

The No Change Affidavit will open in View mode, so information can be viewed but not edited or resubmitted. Click **Cancel** to return to the **My Application** screen.

Report Gross receipts for the past calendar year: \$450,000.00

Report average number of employees employed by firm: 7 employees

**Identify all current owners/partners of the firm and the percentage of ownership by each:**

*Personal Net Worth (PNW) = Each minority and female owner constituting the 51% must affirm the range of PNW:  
If you have indicated one or more owners have a personal net worth that exceeds \$750,000. Please upload the current year personal tax returns for those respective individuals.*

| Owner Name    | Ethnicity                 | Gender | Percent Owned | Personal NetWorth Range | Affidavit Sign Date | Signed | Actions |
|---------------|---------------------------|--------|---------------|-------------------------|---------------------|--------|---------|
| Jason Jackson | CAUCASIAN OR WHITE        | MALE   | 49.00%        | LESS THAN \$500,000     | 14-Jun-2016         | ✓      |         |
| Susan Jones   | BLACK OR AFRICAN AMERICAN | FEMALE | 51.00%        | LESS THAN \$500,000     | 14-Jun-2016         | ✓      |         |

NOTE: A complete copy (including all schedules, attachments, and Form 1099s) of the firm's last year's tax returns must be attached through upload button for each owner mentioned.

Submit Cancel

Once the No Change Affidavit is approved, the Message text at the top of the **My Application(s)** is removed but on the **No Change Affidavit** tab the form shows with the status of **Approved**.

Current Application(s):

Firm Name: **Susan Jones Highway Engineering Company**

DBE/ACDBE Application(s) **No Change Affidavit(s)**

| Sr.# | Application Status | Last Update Date | Actions |
|------|--------------------|------------------|---------|
| 1    | Approved           | 14-Jun-2016      |         |