

Completing your No Change Affidavit

1. Log into ITAP <http://itap.indot.in.gov>
2. Select “[DBE and ACDBE Certification](#)” link. (Diagram 1)

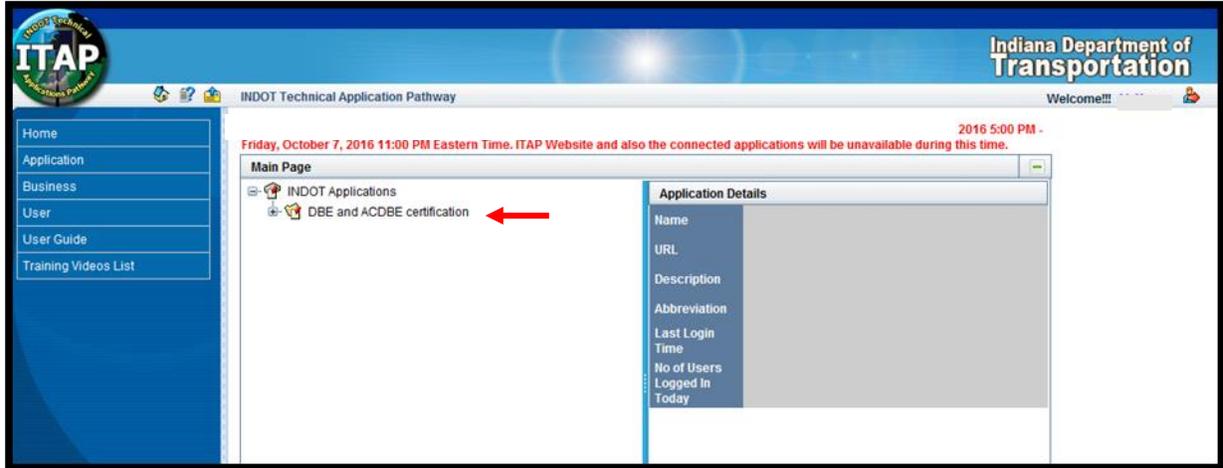


Diagram 1

3. On the center right of the screen “[Click here to access application](#)” will appear. Select that link and you will be taken to your Home Screen.
4. Once there, select “[My Application](#)” in the upper right of the screen. (Diagram 2)



Diagram 2

5. At the top of the page you will see an “Alert” message. Select the word “here” link within the Alert to access the No Change Affidavit. (Diagram 3)

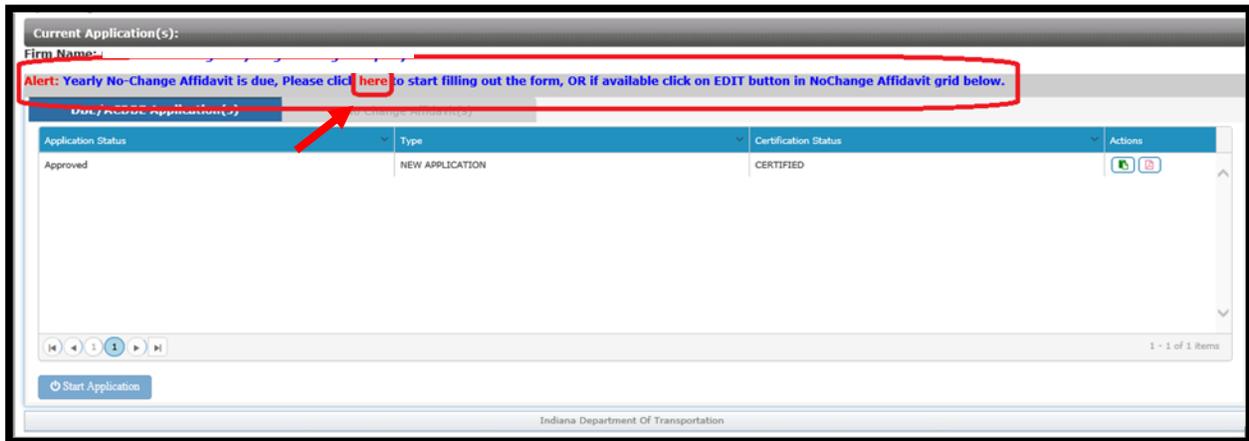


Diagram 3

6. Once redirected to the new page, complete the No Change Affidavit and upload  the required documentation. (Diagram 4)

The screenshot shows the "NO CHANGE AFFIDAVIT - {49 CFR § 26.83(j)}" form. It includes a sworn statement section with the following text: "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." Below this is a form for reporting gross receipts (\$0.00) and average number of employees (0). A section titled "Identify all current owners/partners of the firm and the percentage of ownership by each:" includes a table with columns for Owner Name, Ethnicity, Gender, Percent Owned, Personal NetWorth Range, Affidavit Sign Date, Signed, and Actions. The table contains two entries: one for a CAUCASIAN OR WHITE MALE owner with 49.00% ownership and a net worth range of LESS THAN \$500,000; and another for a BLACK OR AFRICAN AMERICAN FEMALE owner with 51.00% ownership and a net worth range of LESS THAN \$500,000. Each entry has an "Upload" icon in the Actions column.

Diagram 4

7. Click “Submit.”
8. Once application is submitted and required documentation is uploaded, you are finished.

Remember your No Change Affidavit is NOT complete and WILL NOT be processed until:

- a. The electronic “No Change Affidavit” has been completed and submitted.
- b. Required supporting documentation (i.e. you most recent business taxes or qualifying extension) has been uploaded into the “Upload/View Documents”  section of the Application Portal.