Completing your No Change Affidavit

- 1. Log into ITAP <u>http://itap.indot.in.gov</u>
- 2. Select "DBE and ACDBE Certification" link. (Diagram 1)

ITAP	Indiana Trans				
Home Application	Friday, October 7, 2016 11:00 PM Eastern Time. ITAP V Main Page	/ebsite and also the connected applications will be unavailable durin	2016 5:00 PM - ig this time.		
Business User User Guide Training Videos List	INDOT Applications Ind ACDBE certification	Application Details Name URL Description Abbreviation Last Login Time No of Users Logged In Today			



- 3. On the center right of the screen "<u>Click here to access application</u>" will appear. Select that link and you will be taken to your Home Screen.
- 4. Once there, select "<u>My Application</u>" in the upper right of the screen. (Diagram 2)

DBE Indiana Department of Transp	ortation	My Application Log off
	APPLICANT PORTAL ECONOMIC OPPORTUNITY DIVISION	
		Welcome !
	UNIFORM CERTIFICATION APPLICATION	
	INDIANA DEE CERTIFICATION PROGRAM	
	Economic Opportunity Division	
Welcome to the EOD.		

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)

Current Application(s): Firm Name: Alert: Yearly No-Change Affidavit is due, Piec	ase clic <mark>here t</mark> o start filling out the form, OR if a	available click on EDIT button in NoChange Affidavit grid	below.		
Application Status	 Type 	Certification Status	Actions		
Approved	NEW APPLICATION	CERTIFIED			
			~		
H d 1 D H			1 - 1 of 1 items		
🔿 Start Application					
Indiana Department Of Transportation					

Diagram 3

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

NO CHANGE AFFIDAVIT - {49 CFR § 26.83(j)}									
I swear (or affirm) that there have been no changes in the circumstances of <u>Susan Jones Highway Engineering Company</u> 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 <u>Susan Jones Highway Engineering Company's</u> application for certification, except for any changes about which I have provided written notice to the Indiana Department of Transportation under §26.83(1).									
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), overthe firm's previous three fiscal years. The Secretary of Transporation 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: 0 employees • Identify all current owners/partners of the firm and the percentage of ownership by each: • Descond Net Work (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	
		CAUCASIAN OR WHITE	MALE	49.00%	LESS THAN \$500,000				^
		BLACK OR AFRICAN AMERICAN	FEMALE	51.00%	LESS THAN \$500,000				

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.