

# MDOT DBE BUSINESS CHANGE DISCLOSURE

Name of DBE Certified Firm		Contact Person		Fed. I.D. Number	
Street Address of the DBE Firm ( <b>Actual Street - CANNOT BE A P.O. BOX</b> )					
City		County		State	Zip Code
Mailing Address ( <b>If different than above</b> )					
Business Phone Number		Alternate Phone Number		Fax Number	
E-mail Address			Website		
Check:    Sole Proprietor    Corporation    Limited Liability Company (LLC)    Limited Liability Partnership (LLP)    General or Ltd Partnership					

If you are a NON-MICHIGAN based firm, is your certificate current in your home state?    YES    NO  
 Home state DBE expiration date    /    / 20

**\*\* If you are a Non-Michigan based firm, you must provide a copy of your current DBE certification from your HOME STATE. \*\***

Firm's current number of employees:    Part time    Full time    Seasonal

List the GROSS RECEIPTS of the DBE for the last FIVE YEARS (5).  
**If the firm has affiliate firms, list the COMBINED gross receipts of the DBE and its affiliates.**

Year 20    \$	Year 20    \$	Year 20    \$
Year 20    \$	Year 20    \$	

**GEOGRAPHIC AREA: PLEASE CHECK ONLY REGIONS/AREAS IN WHICH YOUR FIRM IS WILLING TO MOBLIZE EQUIPMENT & PERSONNEL:**    Bay    Grand    Metro    North    Southwest    Superior    University

Current Affiliate Firms:  
 List all other firms that any owner of DBE firm holds ownership in or shares resources with (*Attach sheet if necessary*).

Affiliate firm name	# of employees	Affiliate's 5 yr gross receipt avg. \$
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**CURRENT PROFESSIONAL LICENSES INFORMATION**

1) Type:    Lic. #	2) Type:    Lic. #
3) Type:    Lic. #	4) Type:    Lic. #

**Have you been denied DBE certification by any other USDOT DBE certifying agency?**    Yes    No  
 If yes, list the name of the certifying agency, and attach copy of correspondence received. **DO NOT BIND OR STAPLE.**

**DBE Agency Name**

**Reason**

**BUSINESS CHANGE DISCLOSURES**

Have you had any changes in your business in the areas below?      YES      NO

**IF YES, COMPLETE THE SECTION BELOW** by check-marking all that apply and specifying in detail the changes that have occurred in the space provided. Attach a separate page if needed. If there have been no changes, go on to complete the DOE.

**\*\* PLEASE BE ADVISED THAT FAILURE TO DISCLOSE INFORMATION REGARDING CHANGES IN THE COMPANY IS A VIOLATION OF 26.109 AND IS GROUNDS FOR SUSPENSION, DEBARMENT AND/OR REMOVAL OF ELIGIBILITY. \*\***

<b>Business Structure Changes:</b> (e.g. LLC to Corporation or Sole Proprietorship to Corporation etc.)
<b>Ownership Changes:</b> (i.e. decreases or increases in ownership percentages, new ownership, terminated ownership etc.)
<b>Officer Changes:</b> (i.e. new officers, terminated officers, changes in officer positions, etc.)
<b>Board of Directors/Managing Members Changes:</b> (i.e. additions or terminations, etc.)
<b>Location Changes:</b> (For all locations including offices and other facilities such as warehouses or storage facilities.)
<b>Product/Services Changes:</b> (List all new products/services as well as any that have been terminated.) New products/services are to be detailed on the <b><u>“Work Classification Request Form”</u></b> .
<b>Affiliate Firm Changes:</b> (Affiliate firm additions/deletions, changes in ownership or ownership percentages in affiliate firms, or its officers, managing members, board members, office locations etc.)

**Pursuant to 49 CFR 26.83 (i) which states in part:**

If you are a DBE, you must inform the recipient or UCP in writing of any change in circumstances affecting your ability to meet size, disadvantaged status, ownership, or control requirements of this part or any material change in the information provided in your application form. (1) Changes in management responsibility among members of a limited liability company are covered by this requirement. (2) You must attach supporting documentation describing in detail the nature of such changes. (3) The DBE must notify the certifier of a material change in its circumstances that affects its continued eligibility within 30 days of its occurrence, explain the change fully, and include a duly executed DOE with the notice. The DBE's non-compliance is a § 26.109(c) failure to cooperate.