



Alaska Unified Certification Program (AUCP) DBE Annual No Change Declaration ANC-Owned Firms Certified under 49 CFR 26.63(c)(2)

The purpose of the annual declaration is to verify your firm's continued eligibility in the program and identify changes that may affect Disadvantaged Business Enterprise (DBE) certification. This information is required to maintain DBE certification with the AUCP.

All Applicant Must Submit:

Annual No Change Declaration

Current Business Information Form

Documents must be submitted to the AUCP Office:

Alaska Department of Transportation & Public Facilities Civil Rights Office

PO Box 196900

Anchorage AK 99519-6900

Phone: 907-269-0845 Fax: 907-269-0847 Email: sarah.starzec@alaska.gov

Code of Federal Regulations (CFR) §26.83 (j) states:

- (j) A DBE must provide its certifier(s), every year on the anniversary of its original certification, a new DOE along with the specified documentation in § 26.65(a), including gross receipts for its most recently completed fiscal year, calculated on a cash basis regardless of the DBE's overall accounting method. The sufficiency of documentation (and its probative value) may vary by business type, size, history, resources, and overall circumstances. However, the following documents may generally be considered "safe harbors," provided that they include all reportable receipts, properly calculated, for the full reporting period: audited financial statements, a CPA's signed attestation of correctness and completeness, or all income-related portions of one or more (when there are affiliates) signed Federal income tax returns as filed. **Non-compliance, whether full or partial, is a § 26.109(c) failure to cooperate.**

Code of Federal Regulations (CFR) §26.83 (i) states:

- (i) 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.**



ALASKA UNIFIED CERTIFICATION PROGRAM

Alaska Department of Transportation & Public Facilities
Civil Rights Office, PO Box 196900, Anchorage AK 99519
Phone: 907-269-0845 Fax: 907-269-0847

ANNUAL NO CHANGE DECLARATION FOR ALASKA NATIVE CORPORATION (ANC) OWNED FIRMS

I _____ (full name printed), declare under penalty of perjury that I am _____ (title) of the firm _____, all of the foregoing information and statements submitted for eligibility are true, correct, and complete to the best of my knowledge. 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 material is for the purpose of inducing certification 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 material, and I authorize such agency to contact any entity named in certification material, 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 affiliate's 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 or decertification.

If awarded a contract, subcontract, concession lease or sublease, as detailed in § 26.55, 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 my firm's (1) commercially useful function (CUF) performed on the project or concession lease; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I agree to notify the certifying agency of a material change in circumstances that affects my firm's eligibility within 30 days of its occurrence and explain the change fully. I acknowledge and agree that any misrepresentations in certification materials or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or decertification; suspension and debarment; and for initiating action under federal and/or state law.

I declare that I am a representative of the above-referenced ANC-owned firm and in accordance with 49 CFR 26.63(c)(2) the following is true:

The Settlement Common Stock of the underlying ANC and other stock of the ANC held by holders of the Settlement Common Stock and by Natives and descendants of Natives represents a majority of both the total equity of the ANC and the total voting power of the corporation for purposes of electing directors;

The shares of stock or other units of common ownership interest in the subsidiary, joint venture, or partnership entity held by the ANC and by holders of its Settlement Common Stock represent a majority of both the total equity of the entity and the total voting power of the entity for the purpose of electing directors, the general partner, or principal officers; and

The subsidiary, joint venture, or partnership entity has been certified by the Small Business Administration under the 8(a) or small disadvantaged business program.

PURSUANT TO 28 USC § 1746: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA THAT THE FOREGOING IS TRUE AND CORRECT.

Executed On _____ Signature _____

CURRENT BUSINESS INFORMATION

FIRM NAME _____

PHYSICAL ADDRESS _____

MAILING ADDRESS _____

BUSINESS PHONE _____ FAX _____ CELL _____

BUSINESS EMAIL ADDRESS _____

BUSINESS WEBSITE ADDRESS _____

BUSINESS CONTACT PERSON _____

HAS THE OWNERSHIP OF YOUR BUSINESS CHANGED? ☐ YES ☐ NO
(If so, please provide supporting documentation)

HAS THE BUSINESS STRUCTURE CHANGED? (i.e., Changed from a Sole Proprietor to a LLC)
☐ YES ☐ NO (If so, please provide supporting documentation)

HAS THE MANAGEMENT OF YOUR BUSINESS CHANGED? ☐ YES ☐ NO
(If so, please provide supporting documentation)

EMPLOYER IDENTIFICATION NUMBER (EIN) _____

AASHTOWare VENDOR ID: _____
(if none, please register here: <https://iris-vss.alaska.gov/>)

FOR BIDDING OPPORTUNITIES PLEASE REGISTER YOUR BUSINESS
<https://dot.alaska.gov/procurement/>

WHICH AREA OF THE STATE DO YOU WISH TO PROVIDE YOUR SERVICES?

☐ Northern Region ☐ Central Region ☐ Southcoast Region ☐ Statewide

WHAT IS YOUR FIRM'S BONDING LIMIT? _____
(Please provide supporting documentation)

Signature of Representative

Date

DESCRIBE THE CHANGES TO YOUR BUSINESS OWNERSHIP:

DESCRIBE THE CHANGES TO YOUR BUSINESS STRUCTURE:

DESCRIBE THE CHANGES TO YOUR BUSINESS MANAGEMENT:
