TO: WISDOT DBE FIRMS

FROM: MADALENA MAESTRI, WISDOT DBE PROGRAM CHIEF

SUBJECT: PROCESS CHANGE: ANNUAL AFFIDAVIT & VERIFICATION OF GROSS RECEIPTS

DATE: December 13, 2019

The USDOT DBE program requires all DBE firms to submit an Annual Affidavit to its certifying agency each year for the firm to remain certified. Effective January 1, 2020, the WisDOT DBE Office is updating our DBE Annual Affidavit process and the documentation that may be submitted as proof of a DBE firm’s gross receipts.

**Annual No-Change Affidavit**

* Each DBE firm must complete the Annual Affidavit process every year
* The Annual No-Change Affidavit form and a firm’s gross receipts documentation must be submitted to the DBE Office during each firm’s anniversary month (month of the firm’s anniversary date of its original DBE certification approval) to avoid potential suspension or decertification of its DBE certification
* “Material” changes to a DBE firm must be submitted to the DBE Office within 30 days of the change using the [*Change to Business Form*](http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/eligibity-requirements.aspx)available on the WisDOT DBE [website](http://apwmad0p7106:37108/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx). Do not wait until the firm’s Annual Affidavit is due to submit a notice of a business change

**Gross Receipts Verification**

Federal regulation 49 CFR Part 26 requires that gross receipts declared on the Annual Affidavit form be supported by additional documentation. The WisDOT DBE Office will accept:

* **Current Year** Federal tax return, business or personal, depending upon how your firm’s business tax returns are filed
* A signed statement from the firm’s accountant or in-house bookkeeper that attests to the firm’s gross receipts for the relevant period

WisDOT-certified DBE firms must submit their Annual Affidavit form and their verification of company gross receipts using one of the following options:

 Send by Email to: DBE\_Alert@dot.wi.gov

 Send by Fax to: (414) 438-5392

 Send by Postal Mail to: ATTN: DBE Office

 6150 W. Fond Du Lac Avenue

 Milwaukee, WI 53218

***Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. Section 1001 (False Statements) and could subject you to fines, imprisonment, or both.***