



PUBLIC NOTICE

Annual DBE Re-Certification Review

In accordance with 49 CFR Part 26 and Part 23, the VI Department of Public Works is required to notify all certified DBEs that they are required to submit a *DBE Annual No Change Affidavit*, attesting to their continued status as a "socially and economically disadvantaged individual". The recertification process will commence for all DBEs regardless of their anniversary date from June 15, 2020 to July 15, 2020. (period of 30 days)

All certified DBEs must provide the appropriate supporting documentation as follows:

- Firm's complete **signed** Federal Tax Return (with schedules & attachments)
- Complete **signed** Federal Tax Returns for all business affiliations of the owner(s)
- Current Employees: (Report **number only** of Full Time, Part Time and temporary employees as of year-end reporting period.)

VIDPW must be notified, in writing, of any changes that would affect the size, disadvantaged status, ownership, or control requirements, or of any material changes in the information provided in the certification application as follows:

- Written notification must be provided within 30 days of the change.
- Supporting documentation describing in detail the nature of the changes must be attached.
- Failure to notify VIDPW in a timely manner of changes which affect certification eligibility can result in certification being removed.

You are encouraged to complete DBE Annual No Change Affidavit online at vidpw.vi.gov. Alternatively, participants may visit our offices to request a recertification package.

For more information, visit www.dpw.vi.gov or visit our offices at:

St. Croix
6002 Anna's Hope
(340) 773-1290

St. John
6 Susannaberg
(340) 776-6346

St. Thomas
8244 Subbase
(340) 774-5678

Note: It is the responsibility of the DBE to notify their VIDPW-certifying agency of any changes in any current contact information within 30 days of making the changes.