



RE-CERTIFICATION STATE AND LOCAL DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (SLDBE)

NO-CHANGE AFFIDAVIT

Revised: March 2016

Instructions: Please complete the entire Affidavit. Where a question does not apply, please write N/A (non-applicable). All applicants for re-certification must sign this document in the presence of a Notary.

Name of Business: _____

Address: _____

City/State/County/Zip Code: _____

Phone Number: _____ **Fax Number:** _____

E-Mail: _____ **Web-Site:** _____

Contact Person: _____ **Title:** _____

1. Specify the current principal business activities: _____

2. Since your last certification, have any of the following changed: If yes to any of the following, please provide a detailed explanation, and any appropriate documentation.

Changes in Ownership	Yes	No
Changes in Organizational Structure	Yes	No
Directors/Managers	Yes	No
Address Change	Yes	No
Area of Specialty(ties)	Yes	No

3. Number of employees of the business: Full-time: _____ Part-time: _____ 1099: _____

4. Ownership Percentage:

Name	Ownership %	Voting %
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5. What percentage of your firm’s business is attributed to the government sector versus the private sector?

Government Sector: _____% Private Sector: _____%

6. What percentage of your contracting history is performed as prime contractor versus as a subcontractor?

Prime Contractor: _____% Subcontractor: _____%

7. List the annual gross receipts for the business for the last fiscal year, as well as for the current year from within the past 90 days:

Year Ending 20 _____ (year)	\$ _____
Year Ending 20 _____ (year)	\$ _____
Current Year, Ending _____ (month)	\$ _____

SUBMISSION OF THE FOLLOWING DOCUMENTS IS REQUIRED FOR SLD BE RE-CERTIFICATION
please attach any additional supporting documents

Check Attachments

	Notarized Affidavit signed by the owner.
	Letter of Good Standing with the Louisiana Secretary of State.
	Current Occupational, Trade, and/or Operational licenses.
	List of contracts performed over the past two years.
	List of equipment owned/leased by firm.
	Income Statements and Balance Sheets for the last two years, as well as for the current year dated from within the last 90 days.
	Current Personal Net Worth Statement for all owners.
	Signed U.S. Federal Corporate Tax Return including appropriate schedules for the last two years.
	Signed U.S. Federal Individual Tax Returns for all owners including appropriate schedules and W-2s for the last two years.
	Documentation of cancelled or newly issued stock certificates/ownership options; additional equipment purchases; additional real estate investments; and/or additional monetary contributions, if applicable.

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“The undersigned swears that the foregoing statements are true and correct and include all material information necessary to identify and explain the operations of _____ (name of firm) as well as the ownership thereof. Further, the undersigned agrees to provide directly to the City of New Orleans, Harrah’s New Orleans, New Orleans Aviation Board and Sewerage & Water Board of New Orleans, current, complete, and accurate information including permission to audit and examine books, records, and files of the named firm. Any material misrepresentation will be grounds for terminating the firm’s SLDBE certification.”

Signature _____

Name (Print or Type) _____

Title _____

Date _____

Corporate Seal (Where appropriate)

Date _____

State of _____

Parish/County of _____

On this _____ day of _____, 20____, before me appeared (name) _____ to me personally known, who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of applicant firm) _____, to execute this affidavit and did so as his or her free act and deed.

Notary Public _____

Commission Expires _____

(Seal)