

**SCHEDULE B**

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY**

(This form need not be completed if all venturers are Disadvantaged Business Enterprises.)

1. Name of joint venture \_\_\_\_\_.
2. Address of joint venture \_\_\_\_\_.
3. Phone number of joint venture \_\_\_\_\_.
4. Identify the firms which comprise the joint venture. (All DBE firms in the venture must be currently NOAB certified. If the DBE firms are not certified, each such firm must complete and submit Schedule A.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- a. Describe the role of the DBE firm(s) in the joint venture.  
\_\_\_\_\_  
\_\_\_\_\_
- b. Describe very briefly the experience and business qualifications of each non-DBE joint venturer:  
\_\_\_\_\_  
\_\_\_\_\_
5. Nature of joint venture's business \_\_\_\_\_
6. Provide a copy of the joint venture agreement.
7. What is the claimed percentage of DBE ownership in the venture? \_\_\_\_\_
8. Ownership of joint venture: (This need not be completed if described in the joint venture agreement, requested in question 6.)
  - a. Profit and loss sharing.
  - b. Capital contributions, including equipment.
  - c. Other applicable ownership interests.

9. Control of joint venture and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles), who are responsible for day-to-day management and policy decision making, including but not limited to, those with primary responsibility for:

a. Financial Decisions \_\_\_\_\_

b. Management Decisions, such as:

(1) Estimating \_\_\_\_\_

(2) Marketing and Sales \_\_\_\_\_

(3) Hiring and Firing of Management Personnel \_\_\_\_\_

(4) Purchase of Major Items or Supplies \_\_\_\_\_

c. Supervision of Field Operations \_\_\_\_\_

Note: If, after filing this Schedule B and before the completion of the joint venture's work on the contract covered by DOT regulations, there is any significant change in the information submitted, the joint venture must inform the NOAB by providing a sworn affidavit within thirty (30) days of the change pursuant to 49 C.F.R. Part 26.

**AFFIDAVIT**  
DBE Firm

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, through the prime contractor or, if no prime, directly to the NOAB, current, complete, and accurate information regarding actual work performed on the project, the payment therefore, and proposed changes, if any, of the foregoing arrangements and to permit the audit and examination of books, records, and files of the joint venture, or those of each joint venturer relevant to the joint venture, by authorized representatives of the NOAB or the Federal funding agency. Any material misrepresentation will be grounds for terminating any contract which may be awarded or for initiating action under Federal and State laws concerning false statements.

Name of Firm (Print or Type) \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print or Type) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

State of \_\_\_\_\_

Parish/County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, 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 firm), to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_

Commission Expires \_\_\_\_\_

(Seal)

**AFFIDAVIT**  
Non-DBE Firm

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, through the prime contractor or, if no prime, directly to the NOAB, current, complete, and accurate information regarding actual work performed on the project, the payment therefore, and proposed changes, if any, of the foregoing arrangements and to permit the audit and examination of books, records, and files of the joint venture, or those of each joint venturer relevant to the joint venture, by authorized representatives of the NOAB or the Federal funding agency. Any material misrepresentation will be grounds for terminating any contract which may be awarded or for initiating action under Federal and State laws concerning false statements.

Name of Firm (Print or Type) \_\_\_\_\_

Signature \_\_\_\_\_

Name (Print or Type) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

State of \_\_\_\_\_

Parish/County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, 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 firm), to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_

Commission Expires \_\_\_\_\_

(Seal)

**SCHEDULE B**  
**INFORMATION FOR DETERMINING DISADVANTAGED BUSINESS ENTERPRISE**  
**(DBE) ELIGIBILITY**

**INSTRUCTIONS TO APPLICANTS**

- Question 1: Provide information requested.
- Question 2: Street address is to be provided for the Joint Venture. A Post Office Box number alone is not acceptable.
- Question 3: Telephone numbers provided should include that of the address listed in Question 2.
- Question 4a: State the main function of each firm and number of years in business and name the principals in each firm.
- Question 4b: Provide information requested.
- Question 5: Provide information requested.
- Question 6: Provide information requested.
- Question 7: Provide information requested.
- Question 8: Provide information requested.
- Question 9: Provide a resume, or other documentation, of each person's experience.