



Jacksonville Transportation Authority



DBE & ACDBE Reevaluation Guide to Personal Narratives



Disclaimer



JTA does **not** provide training or instruction on how to write your Personal Narrative. This resource is intended solely as a **helpful tool** to guide your thinking and highlight areas to consider when preparing your statement. These materials are based on guidelines from **USDOT DBE/ACDBE IFR Guidance, FAQ and other entities**.

Please do **not** interpret this as official training or assume that it reflects how your Personal Narrative will be reviewed. This tool is for **learning purposes only** and is meant to assist you in organizing your thoughts and understanding key considerations.



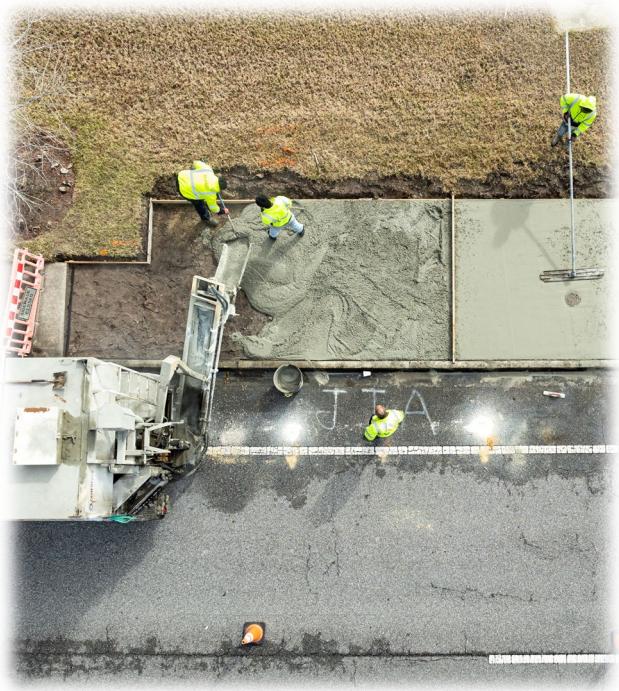
Key Changes Final Rule 49 CFR Parts 23 and 26



- ❖ **Elimination of Presumptions:** Race-and gender-based presumptions of social and economic disadvantage are removed. All applicants must now demonstrate social and economic disadvantage through individualized evidence, including a personal narrative and financial documentation.
- ❖ **Reevaluation of All Firms:** Every currently certified DBE/ACDBE will undergo reevaluation. Firms meeting the new standards will be recertified; those that do not will be decertified.
- ❖ **Declaration of Eligibility (DOE)** A DBE must submit a new Declaration of Eligibility (DOE) and the required documents every year on the anniversary of its original certification. If a DBE was recertified through the reevaluation process under 49 CFR § 26.111, its certification anniversary date remains the same as the date of its original certification (from before October 3, 2025).



Key Changes Final Rule 49 CFR Parts 23 and 26



- ❖ **Temporary Suspension of Goals and Counting:** Until reevaluations are complete, JTA and all subrecipients must **not**:
 - Set DBE/ACDBE contract goals.
 - Count DBE/ACDBE participation toward overall program goals.
- ❖ **Existing Contracts:** Contracts already awarded remain valid; however, DBE/ACDBE commitments and participation under those contracts cannot be counted toward goal attainment during the reevaluation period. Primes may self-perform or subcontract work as necessary, without DBE credit, if a DBE is terminated.



Key Changes Final Rule 49 CFR Parts 23 and 26



- ❖ **Goal Setting:** All DBE goal requirements are suspended effective October 3, 2025. Do not set DBE goals on contracts. Contracts currently advertised or pending award with DBE goals must have their DBE goals removed. Statewide DBE goal setting will resume once reevaluations of all DBEs are complete.
- **Reporting Requirements:** DOT has eliminated the collection of race-and sex-specific ownership data; reporting will instead focus on certification status and individualized eligibility. We await DOT guidance on the collection of data for future reporting.



DBE/ACDBE Personal Narrative(PN) Guidelines



- ❖ Social disadvantage **cannot** be based in whole or in part on **race or sex**.
- ❖ Social disadvantage must be based on each of the **majority** DBE owners on their own experiences and circumstances.
 - Your birthplace in a particular country, on its own, does not necessarily demonstrate social disadvantage.



DBE/ACDBE Personal Narrative(PN) Guidelines



- ❖ Your PN should provide evidence of specific instances you experienced related to:
 - ✓ **Economic Hardship**
 - ✓ **Systemic Barriers**
 - ✓ **Denied Opportunities**
 - ✓ **Others**
- ❖ Specific details are not listed as requirements, but could include dates, people, specific examples of opportunities not available to you specifically because of the social disadvantage you experienced.



DBE/ACDBE Personal Narrative(PN) Guidelines



- ❖ This may include difficulty accessing opportunities or resources that are available to non-disadvantaged persons in similar circumstances.
- ❖ Your (PN) can explain how these instances impeded your progress, including the type and extent of harm, and the magnitude of any economic impact caused by the social disadvantage you experienced.



DBE/ACDBE Personal Narrative(PN) Guidelines



❖ **Educational Barriers:**

(i.e., challenges in your education that stemmed from your disadvantages. Denial of equal access to higher education, exclusion from professional associations, or social pressures that discourage your business pursuits.)

❖ **Employment History:**

(For explained unequal treatment in hiring, promotions, pay, or other terms of employment which provided the means to become a business owner/entrepreneur.)

❖ **Business Challenges/History:**

(Show instances of unequal access to credit or capital, unfavorable loan terms, or exclusion from business or professional organizations.)

❖ **Supporting Documents:**

(Use evidence to corroborate your story, such as testimonials, letters of recommendation from colleagues or mentors, or relevant reports that support your claims of systemic barriers.)



DBE/ACDBE Personal Narrative(PN) Guidelines



❖ Document specific incidents: Detail concrete

- **When** it occurred (date or time-period)
- **Where** it took place (location)
- **Who** was involved (individual, group, or institution)
- **What** happened (description of the discriminatory conduct)
- **Why** it was likely motivated by bias, rather than a legitimate, non-discriminatory reason



DBE/ACDBE Personal Narrative(PN) Guidelines

❖ Supporting Evidence

- **Letters and testimonials:** Collect recommendations or testimonials from colleagues, mentors, or business associates who can corroborate your experiences.
- **Statistical data:** Gather relevant statistical data or market analyses that demonstrate disparities you faced in your industry.
- **Other documentation:** Include certifications or awards that show your achievements despite the challenges you have faced.



DBE/ACDBE Personal Narrative(PN) Guidelines



- ❖ **There is no requirement that your PN be of any certain length.**
- ❖ It must demonstrate disadvantage by a preponderance of the evidence, meaning it must show that the instances of hardship or barriers occurred without reliance on race or sex.



DBE/ACDBE Personal Net worth(PNW) Guidelines



- ❖ **Personal Net Worth:**
 - Must be less than \$2.047 million, excludes retirement assets, equity in the primary home, and the individual's ownership interest in the applicant firm.
- ❖ **The U.S. Department of Transportation's (USDOT)**
 - Personal net worth limit for Disadvantaged Business Enterprise (DBE) certification is \$2.047 million, effective May 9, 2024. excludes the equity in a primary residence (or 50% if a spouse also resides there), retirement accounts, and ownership in the DBE firm itself from the calculation.
- ❖ **Provide Personal Tax Returns**
- ❖ **Submittal of Financial Statements**



How to Submit Your DBE/ACDBE Reevaluation





Website: jtafla.sbecompliance.com



JACKSONVILLE
TRANSPORTATION
AUTHORITY

OUR MAIN SITE

CONTACT SUPPORT

CONTRACT COMPLIANCE PROGRAM SYSTEM

Log In

Vendor Certification

Search and/or join our database of certified vendors

[Apply for Certification](#)

[Certified Vendor Directory](#)

System Training

Learn how to fully utilize our system with a live trainer

[Training](#)

Account Access

Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)



Main Screen: Under Key Action, click Renew/Apply for Certification.

Dashboard Displaying records assigned to **your company**

Certification Applications			
Status	Pending Submission	Pending Receipt	Pending Processing
	2	0	0

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

2 [Certification Applications pending](#)

Renew/Apply for Certification

[Take a Training Class](#)
[Watch a Training Video](#)

Enhanced Account Security

Activate enhanced account security through multi-factor authentication.

[Activate](#) Enhanced account security: **OFF**

Alerts

No Activated Alerts. [View Pending Alerts](#).

Configure

[Change Your Password](#)
Activate Enhanced Account Security
[Edit Your User Account Settings](#)
[View, Vote, & Post to the Wish List](#)

[Business Info](#)
[Profile Setup](#)
[List/Add Users](#)
[Main Contacts](#)
[Commodity Codes](#)
[EEO/Workforce Comp.](#)

System News

System File Upload Updates

We've made a few updates to our file upload system to improve security and performance. Some file types that were previously supported may no longer be accepted. If you run into an upload issue, please convert your file to a supported format and try again. Thank you for your understanding and for helping keep our platform secure.

1
6

IAF
University



Scroll down the page to view additional options or sections.



Certification Application

Welcome to the Jacksonville Transportation Authority's (JTA) Small Business online application portal.

Thank you for your interest in participating in our Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), Local Small Business Enterprise (LSBE), and Micro-Local Small Business Enterprise (Micro-LSBE) programs.

The Small Business program has the following objectives:

- Create significant prime contracting and subcontracting opportunities for small businesses
- Stimulate the economy by supporting small businesses and promoting equal opportunities
- Develop the capacity of small businesses
- Increase the utilization of small businesses JTA's funded construction, professional services, and goods & services contracts

Within the programs shown below you can electronically apply and submit for:

- DBE
 - New JTA Disadvantaged Business Enterprise (DBE) Certification
 - JTA DBE Declaration of Eligibility (DOE)
 - Interstate DBE Certification
 - Report DBE Changes or Request Expansion of NAICS Codes
- SBE
 - New JTA Small Business Enterprise (SBE) Certification
 - JTA SBE Declaration of Eligibility (DOE)
 - Report SBE Changes or Request Expansion of NAICS Codes
- LSBE
 - New LSBE Certification for the following counties Baker, Clay, Duval, Nassau, or St. Johns
 - New Local Small Business Enterprise (LSBE) Certification and Micro-Local Small Business Enterprise Certification
 - LSBE and Micro-LSBE Recertification
 - Report SBE Changes or Request Expansion of Work Codes

DBE Program Objectives

For more information on the DBE program, please visit the [DBE Program](#) page.

[View All Definitions and Qualifications for DBE Certification](#):

[Notice to DBE/ACBDE firms](#)

[DBE Definitions](#)

LSBE / Micro-LSBE Program Objectives

For more information on the LSBE/Micro-LSBE program, please visit the [LSBE Program](#) page.

[View All Definitions and Qualifications for LSBE/Micro-LSBE Certifications](#):

[LSBE and Micro-LSBE Definitions](#)

SBE Program Objectives

For more information on the SBE program, please visit the [SBE Program](#) page.

[View All Definitions and Qualifications for SBE Certification](#):

[SBE Definitions](#)

To begin the application process, please complete the steps below:

Select an Option

[You are an existing DBE and you would like to submit for re-evaluation.](#)

[Your firm is currently certified by JTA.](#)

[Your firm is NOT currently certified by JTA.](#)

[Return to Certification List](#)



Click on “Select an Option”: Choose “You are an Existing DBE and you would like to submit for re-evaluation.”



Certification Application

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 - JTA SBE Declaration of Eligibility (DOE)
 - Report SBE Changes or Request Expansion of NAICS Codes
- LSBE/Micro-LSBE (applicable only for the following counties Baker, Clay, Duval, Nassau, or St. Johns)
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 - LSBE and Micro-LSBE Recertification
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[View All Definitions and Qualifications for DBE Certification](#):

[Notice to DBE/ACDBE firms](#)

[DBE Definitions](#)

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[LSBE and Micro-LSBE Definitions](#)

SBE Program Objectives

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[View All Definitions and Qualifications for SBE Certification](#):

[SBE Definitions](#)

To begin the application process, please complete the steps below:

Select an Option

You are an existing DBE and you would like to submit for re-evaluation.

Your firm is currently certified by JTA.

Your firm is NOT currently certified by JTA.

[Return to Certification List](#)



Click on “Submit a 2025 Re-evaluation Application.”



Certification Application

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 - JTA SBE Declaration of Eligibility (DOE)
 - Report SBE Changes or Request Expansion of NAICS Codes
- LSBE / Micro-LSBE (applicable only for the following counties Baker, Clay, Duval, Nassau, or St. Johns)
 - LSBE and Micro-LSBE Recertification
 - LSBE and Micro-LSBE Certification
 - Report SBE Changes or Request Expansion of Work Codes

DBE Program Objectives

For more information on the DBE program, please visit the [DBE program](#) page.

[View All Definitions and Qualifications for DBE Certification](#)

[Notice to DBE/ACBDE firms](#)

[DBE Definitions](#)

LSBE / Micro-LSBE Program Objectives

For more information on the LSBE/Micro-LSBE program, please visit the [LSBE program](#) page.

[View All Definitions and Qualifications for LSBE/Micro-LSBE Certification](#)

[LSBE and Micro-LSBE Definitions](#)

SBE Program Objectives

For more information on the SBE program, please visit the [SBE program](#) page.

[View All Definitions and Qualifications for SBE Certification](#)

[SBE Definitions](#)

To begin the application process, please complete the steps below:

Select an Option

You are an existing DBE and you would like to submit for re-evaluation.

[Submit a 2025 Re-evaluation Application](#)

Your firm is currently certified by JTA.

Your firm is NOT currently certified by JTA.

[Return to Certification List](#)



Make sure the firm's current email, company type, and business name are correct.

Certification Application: Start Certification Application

2025 Re-Evaluation Application for Jacksonville Transportation Authority

This submission is for firms submitting their Re-evaluation Application

You are about to complete the online submission for 2025 Re-evaluation. Complete and submit this form if you are interested in certification.

Next Step
User Manual
Submit for a Training Class

Company & Contact Information

Select a company type and form auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

BUSINESS NAME * This application is for **Kaiwa Shop** This application is for a different firm

YOUR EMAIL ADDRESS *

COMPANY EMAIL *

COMPANY TYPE * Corporation

AUTOFILL * Use existing account information to auto-fill application
You can save time by using a previous application to fill in the answers; note that you will need to access each section of the application to review and lock-in the auto-filled information to ensure it is accurate and correctly formatted. Select an option below.

Prior applications with Jacksonville Transportation Authority - Relevant previous application data will be copied to the new record.
 Use Jacksonville Transportation Authority New SBE Application
Submitted 6/17/2025 by Augustine Kaiwa Received & In Process

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Check the highlighted box, please also download the PNW, and then click “Continue to the Next Page.”



Certification Application: Document List Preview for Corporation

In addition to completing a form, you will be required to submit supporting document.

Mandatory documents must be submitted; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

NOTE: Some required documents may not be represented here in this document preview.

This document list will continue to be available after you start the form (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

Check this box and click **Continue** to start the submission process.

ALERT: To ensure security of your 2025 Re-Evaluation Application, only **YOU** will have access to this record once it is created. By starting the process, it will initially be assigned to you, and no one else can access unless you assign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Timeline: you will have **90 days** to complete and submit this 2025 Re-Evaluation Application. Otherwise, the record will self-delete on **4/27/2026**. Periodic reminders will be sent to you by email Up to that point: A deleted 2025 Re-Evaluation Application cannot be recovered; you will need to start again.

[Continue](#)

[Return](#)

Mandatory Documents

All mandatory documents must be provided with the 2025 Re-Evaluation Application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Personal Narrative (PN)

Provide a written personal narrative that demonstrates how you, as the qualifying owner, have experienced social and economic disadvantage within the United States. The narrative must present individualized proof and specific realworld examples of economic hardship, systemic barriers, or denied opportunities that affected your ability to advance in education, employment, access to capital or credit, or the operation or growth of the business. Do not rely on race or sex alone. The narrative must establish disadvantage by the preponderance of the evidence based on your own experiences and circumstances.

Personal Net Worth (PBN)ACOB

[Download Form](#) Download, sign and upload.

Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Additional supporting documentation not listed above

Attach any additional documents that support your request for certification that is not already listed as a document type above.

Documentation of gross receipts for the most recently completed fiscal year, calculated on a cash basis

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.

Customer Support

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For Section Two, please upload your Personal Narrative and Personal Net Worth statement, along with any supporting documents you may have, such as supporting documents for the Personal Narrative and tax documents for the Personal Net Worth statement.



Main Documents Signature Submit Utilities Cert List

Kaiva Shop

Type: 2025 Re-Evaluation Application

App. #: 3336797

Status: Incomplete

Started: 1/27/2026

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files > click here to show

Note that this 2025 Re-Evaluation Application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided.

Furthermore, we reserve the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status	Incomplete: 0 attached of 2 mandatory; 0 attached of 2 required	
DOCUMENT LIST STATUS	Electronic documents only.	
DOCUMENT FORMAT	This document checklist is used to securely and confidentially attach electronic files to the application.	

Refresh List Attach All Docs Via Fax Return

Mandatory Documents			
All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your 2025 Re-Evaluation Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.			
Attach	Document	Download Form Document Description Status	
<input type="button" value="Attach or Fax"/>	Personal Narrative (PN)	Provide a written personal narrative that demonstrates how you, as the qualifying owner, have experienced social and/or economic disadvantage in the United States. The narrative must present individual circumstances that explain the types of challenges you have faced, and how these challenges have denied opportunities that affected your ability to advance in education, employment, access to capital or credit, or the operation or growth of the business. Do not rely on race or sex alone. The narrative must also demonstrate disadvantage by the preponderance of the evidence based on your own experiences and circumstances.	<input type="checkbox"/> NOT attached
<input type="button" value="Attach or Fax"/>	Personal Net Worth DBE/ACDM	<input type="button" value="Download"/> Download, sign and upload.	<input type="checkbox"/> NOT attached

Refresh List Attach All Docs Via Fax Return

Required Documents			
Required documents that are not relevant to your firm can be marked as not applicable . Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.			
Attach	Mark as Not Applicable	Document	Download Form Document Description Status
<input type="button" value="Lock In"/>	<input type="checkbox"/>	Attach each document below or check the box to indicate it is not applicable to your business; then click the Lock In button.	
<input type="button" value="Attach or Fax"/>	<input type="checkbox"/>	Additional supporting documentation not listed above	Attach any additional documents that support your request for certification that is not already listed as a document type above.
<input type="button" value="Lock In"/>	<input type="checkbox"/>	Documentation of gross receipts for the most recently completed fiscal year, calculated on a cash basis	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.
<input type="checkbox"/> Lock In			Attach each document above or check the box to indicate it is not applicable to your business; then click the Lock In button.

Refresh List Attach All Docs Via Fax Return



For required documents, if you have no supporting documents, check the box that says “Mark as Not Applicable.” Then click “Lock In” and press “Return” to be able to move on.



Main Documents Signature Submit Utilities CertList

Kalena Shop
Type: 2025 Re-Evaluation Application
App # 3336797

Status: Incomplete
Started: 1/27/2026

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files [click here to show](#)

Note: this 2025 Re-Evaluation Application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided.

Furthermore, we reserve the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status	
DOCUMENT LIST STATUS	Incomplete: 0 attached of 2 mandatory; 0 attached of 2 required
DOCUMENT FORMAT	Electronic documents only.
This document checklist is used to securely and confidentially attach electronic files to the application.	

[Refresh List](#) [Attach All Docs Via Fax](#) [Return](#)

Mandatory Documents	
All mandatory documents listed below must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your 2025 Re-Evaluation Application and/or delay in processing. If unsure how to proceed, please contact Customer Support.	
Attach	Document
Attach or Fax	Personal Narrative (PN)
Attach	Document
Attach or Fax	Personal Net Worth DBE/ACDBE
Download Download, sign and upload.	
Refresh List Attach All Docs Via Fax Return	

Required Documents	
Required documents that are not relevant to your firm can be marked as not applicable . Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.	
Attach	Document
<input checked="" type="checkbox"/> Lock In	Attach each document below or check the box to indicate it is not applicable to your business; then click the Lock In button.
Attach	Additional supporting documentation not listed above
<input checked="" type="checkbox"/> Lock In	Attach each document above or check the box to indicate it is not applicable to your business; then click the Lock In button.
Attach	Documentation of gross receipts for the most recently completed fiscal year, calculated on a cash basis
<input checked="" type="checkbox"/> Lock In	Attach each document above or check the box to indicate it is not applicable to your business; then click the Lock In button.
Refresh List Attach All Docs Via Fax Return	



Section 3: Please sign and then submit. You will need a mouse to sign.

Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Kalwa Shop
Type: 2025 Re-Evaluation Application
App ID: 3336797

0% complete

Fill in each of the sections noted below by clicking the **Fill In** buttons; edit a completed section by clicking **Edit**. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the form will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this form. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

2025 Re-Evaluation Application Information

TYPE	2025 Re-Evaluation Application	
CERTIFYING AGENCY	Jacksonville Transportation Authority	
BUSINESS NAME	Kalwa Shop	
CURRENT STATUS	Incomplete	
APPLICATION NUMBER	3336797	
DATE FOR DELETION	4/27/2026 (Extend)	
CONTACT PERSON	Augustine Kalwa (Add user not on list)	

Only the Contact Person can access the application unless you reassign it or grant access through the Utilities tab by adding users to the Access List. Note: if you reassign the Contact Person, you will lose access to the application.

Sections and Documentation

SECTION 1: GENERAL INFORMATION	Fill In	Incomplete: 0 completed of 0 required; 0 completed of 15 optional
DOCUMENT LIST	Fill In	Incomplete: 0 attached of 2 mandatory; 0 attached of 2 required

Signature and Submittal

SIGNATURE	Fill In
SUBMITTAL	Fill In
<input style="background-color: yellow; border: 1px solid black; padding: 2px; margin-right: 10px;" type="button" value="Sign"/> <input style="background-color: yellow; border: 1px solid black; padding: 2px;" type="button" value="Submit"/>	

[Delete 2025 Re-Evaluation Application](#)

Customer Support
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[User Manual](#)
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reportable receipts, property 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.

LOCK IN Lock In

Attach each document above or check the box to indicate it is not applicable to your business; then click the **Lock In** button.





Please ensure that you upload your **personal net worth statement, personal narrative, current-year tax documents, and/or IRS extension**. Since this is a new year and tax season has not yet started, please also make sure that **all prior-year tax documents and/or extension letters** are uploaded. If you have any questions, concerns, or need assistance, please contact us at Sbe1@jtafla.com.

Important for all interstate firms:

Reevaluation can only be completed in your **home state (or original state of certification)**. Once that process is completed by your home state, please log into the **portal**, complete the **reevaluation application**, and attach your **current letter from your home state**.