



PAVING YOUR ROAD TO  
SUCCESS WITH CALTRANS:

**DISADVANTAGED  
BUSINESS  
ENTERPRISE (DBE)  
CERTIFICATION  
OVERVIEW**

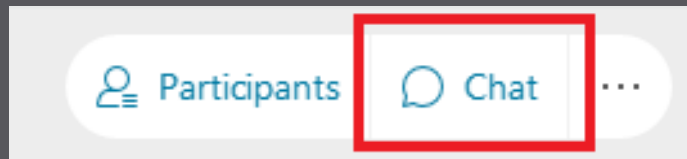




# Using the Chat and Q&A Features in WebEx

## To send a chat message:

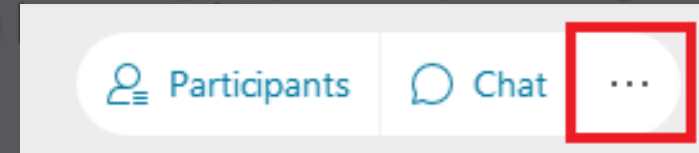
1. Open the Chat panel in the lower right corner:



2. In the Send to or To drop-down list, select the recipient of the message.
3. Enter your message in the chat text box, then press Enter on your keyboard.

## To submit a question via the Q&A Panel:

1. Open the Q&A panel by clicking the "..."



2. Click in the drop-down menu and select "All Cohost" as the recipient of the question.
3. Enter your question in the text box and press Enter on your keyboard.

*\*\* Be sure to indicate if you would prefer to have our moderators ask your question, or if you'd like to be unmuted to ask yourself.*



Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon race, color, and national origin. Specifically, 42 USC 2000d states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

<https://dot.ca.gov/-/media/dot-media/programs/civil-rights/documents/title-vi/caltrans-non-discrimination-policy-statement-a11y.pdf>



## Department Mission:

Provide a safe and reliable transportation network that serves all people and respects the environment.

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- Over 50,000 miles of state highway & freeway lanes managed, developed, and maintained, connecting local systems and neighborhoods
- Managing major inter-city rail services
- Permitting for over 400 public-use airports & heliports
- The scope of this mission is too great for us to handle alone
- Our department depends on our private contracting partners to fulfill our mission & project goals



Certifications  
Recognized by  
Caltrans

## State Funded Projects

(When project funding is ONLY state dollars)

Small Business (SB)/Small Business - Public Works  
(SBPW)

**25% Goal**

Disabled Veteran Business Enterprise (DVBE)

**5% Goal**

## Federally Funded Projects

(When projects have ANY AMOUNT of federal dollars)

Disadvantaged Business Enterprise (DBE)

**22.2% Goal**



# Learning Objectives

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- Disadvantaged Business Enterprise (DBE) Program Overview
- Benefits of Certification
- California Unified Certification Program (CUCP)
- Eligibility Requirements
- Applying for DBE Certification
- FAQ and Resources



# DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM OVERVIEW





## Disadvantaged Business Enterprise (DBE):

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A for-profit small business concern where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.





# Disadvantaged Business Enterprises (DBE) Program:

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A legislatively mandated program implemented by the states as a condition of receiving federal funds via the Federal Highway Administration (FHWA) and Federal Transportation Administration (FTA) who oversees the program for their respective areas.



# Disadvantaged Business Enterprise (DBE) Program Objectives

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- Ensure nondiscrimination in the award and administration of United States Department of Transportation (US DOT) assisted contracts
- Help remove barriers to the participation of DBEs in US DOT assisted contracts
- Assist the development of firms that can compete successfully in the marketplace outside of the DBE program.
- Ensure that the Department's DBE program is narrowly tailored in accordance with applicable law



# Disadvantaged Business Enterprise (DBE) Program Objectives

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- Create a level playing field on which DBEs can compete fairly.
- Ensure that firms that meet eligibility standards in the Code of Federal Regulations, 49 CFR 26.
- Promote the use of DBEs in all types of federally-assisted contracts and procurement activities.



# Benefits of DBE Certification

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- DBE certifications are recognized by local agencies in California, other states and private companies collectively.
- Expands opportunities for small businesses to participate in federally-funded projects.
- Listings in official directories such as the California Unified Certification Program (CUCP) database used by prime contractors.



# Benefits of DBE Certification

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- Small businesses become accessible to prime contractors needing to fulfill DBE participation goal requirements.
- Increase network opportunities at events such as procurement fairs and pre-bids.
- No fees to apply, except the cost for having your application notarized at a business of your choosing.



# CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP)





# California Unified Certification Program (CUCP)

Unified  
Certification  
Program  
49 CFR §26.81

- As mandated by the United States Department Of Transportation (US DOT), California's Unified Certification Program (CUCP) is an agreement between multiple certifying agencies.
- The CUCP provides a public database to find DBEs. You can also view competitors profile information.



# CUCP CERTIFYING AGENCIES

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- California Department of Transportation (Caltrans)
- Bay Area Rapid Transit (BART)
- City of Fresno
- City of Los Angeles
- Los Angeles County Metropolitan Transportation Authority (METRO)
- San Francisco Municipal Transportation Agency (SFMTA)
- San Mateo County Transit District (SAMTRANS)
- San Diego County Regional Airport Authority (SDCRAA)
- San Francisco International Airport (SFO)
- Santa Clara Valley Transportation Authority (VTA)





# CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP)

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- Each State Department of Transportation is required to have a unified certification program (UCP).
- Member agencies may consist of both certifying and non-certifying agencies.
- All CUCP member agencies operate under one agreement.
- Included in the CUCP is the Airport Concession Disadvantaged Business Enterprise Certification (ACDBE).



# DBE ELIGIBILITY REQUIREMENTS





# DBE Eligibility Overview

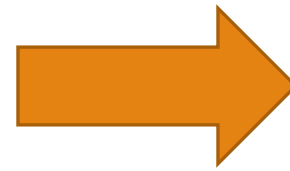
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- Social and Economic Disadvantage
- Ownership
- Control
- Independence
- Personal Net Worth (PNW)
- Business Size





## Social and Economic Disadvantage

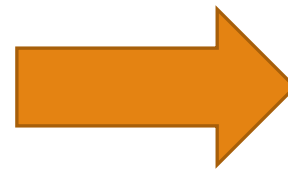


- Asian Pacific
- African American
- Hispanic
- Native American
- Subcontinent-Asian
- Women

**Note:** If you are not in one of the six groups that has a presumption of social and economic disadvantage, you may still be eligible for DBE certification. Refer to 49 CFR 26, Appendix E.



Ownership



To be a DBE, a firm must be at least 51% owned by socially and economically disadvantaged individual(s)

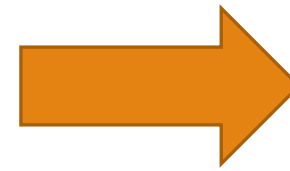


Control

51% owner(s)  
must be able to  
have the ability  
and power to  
make decisions  
on management,  
policy and  
operations



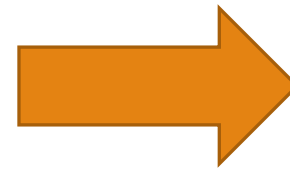
Independence



Only an independent business may be certified as a DBE



Personal Net  
Worth (PNW)



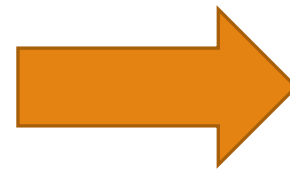
The 51%  
majority  
owner(s) must  
not exceed  
PNW of \$1.32  
million

**Note:** There may be some cases in which an individual whose PNW is less than \$1.32 million may not be regarded as economically disadvantaged. Refer to 49 CFR 26.67.





Business  
Size



3-year average  
gross receipts  
cannot exceed  
\$26.29 million  
(varies by  
industry)



# APPLYING FOR DBE CERTIFICATION





# Application Process Overview



Application is assigned to a certification analyst



Analyst conducts review for missing documentation and requests further clarification (if needed)



Site visit is scheduled and conducted



Analyst to conduct final review for eligibility recommendation



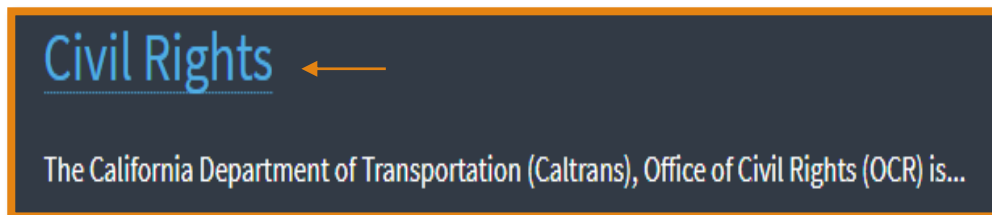
Certification determination completed



1. Start at Caltrans Website (<https://dot.ca.gov/>), then click “Programs”



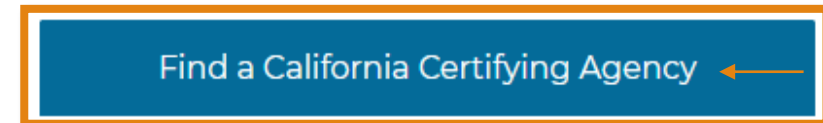
2. Click “Civil Rights”



3. Click “California Unified Certification Program”

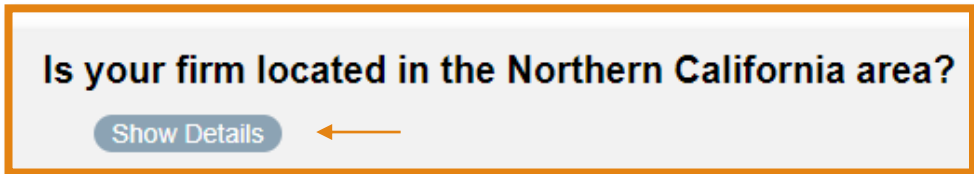


4. Click “Find a Certifying Agency”





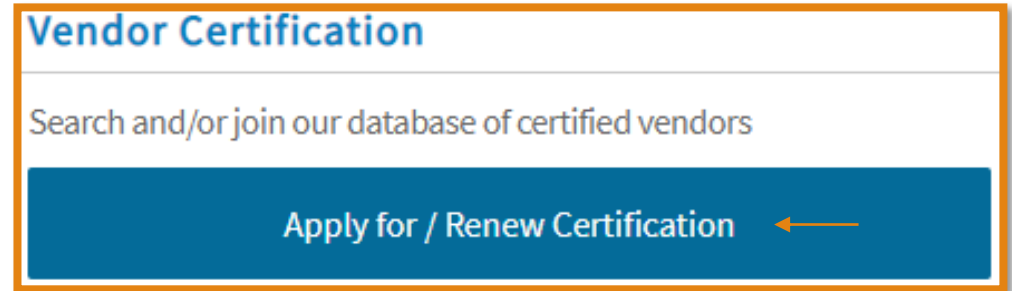
5. The Online Certification screen will populate, click “show details” under the “Is your firm located in the Northern California area?”



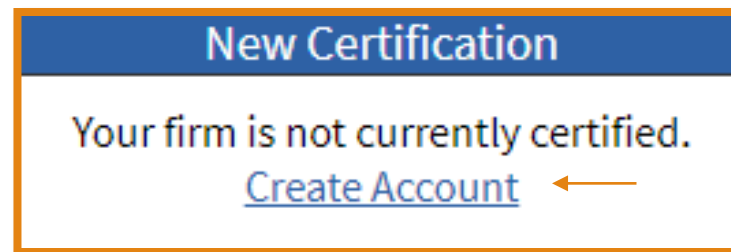
6. Click “California Department of Transportation”



7. Click “Apply for/Renew Certification”



8. The Online Certification screen will populate, click “Create Account”





# Online Certification Account

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- Tax ID
- Business Information
- Contact Information
- Company Contact Person





# Key Reminders

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- Complete application within 90 days
- DBE Application and Personal Net Worth Statement (PNW) must be signed and notarized
- Upload required documents
- You may use the direct link to access the system:

<https://caltrans.dbesystem.com/>





# American Industry Classification System (NAICS) Codes

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Standard used by federal agencies in classifying business establishments for the United States business economy

DBE regulations require NAICS codes to be assigned to describe a firm's primary business activities

<https://www.naics.com/>





# Caltrans Work Category Codes

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Caltrans created the work category code system to provide greater specificity when defining work the DBE performs.

Authority is provided in 49 CFR 26.71. You can find these codes on the Work Code Description Chart on the Caltrans Civil Rights webpage.

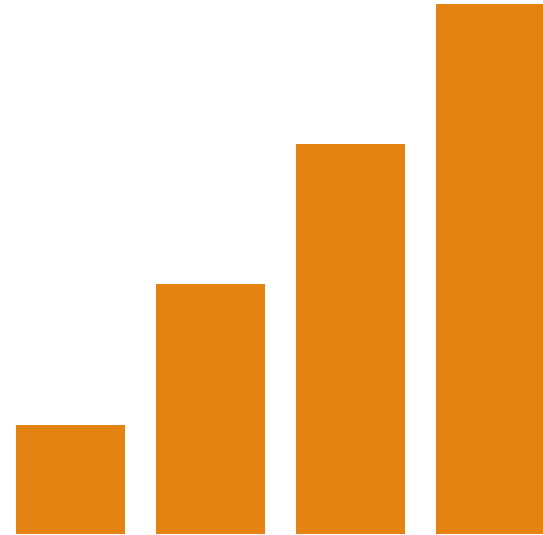
<https://dot.ca.gov/programs/civil-rights/dbe-search>



# Personal Net Worth (PNW) Statement

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- A Supplemental form required with application.
- Individual's personal net worth includes only his or her own share of assets held separately, jointly, or as community property with individual's spouse and excludes the following:
  - Individual's ownership interest in the applicant firm
  - Individual's equity in his or her primary residence
  - Tax and interest penalties that would accrue if retirement savings or investments (e.g., pension plans, Individual Retirement Accounts, 401(k) accounts, etc.) were distributed at the present time





# Personal Net Worth (PNW)

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Assets and  
Liabilities

Stocks Bonds  
and/or Retirement  
Account  
Information

Real Estate

Life Insurance  
Policy information

Personal Property  
or assets

Additional  
Businesses

Other Liabilities

Transfer of Assets



## Ready to Submit



Use the “Supporting Documents Checklist” when preparing your application package for submission.



Complete each section of the application and indicate “N/A” for items that do not apply.



Sign, date, and notarize both the application and the Personal Net Worth statement.



For questions: e-mail  
DBE.Certification@dot.ca.gov or call (916)  
324-1700.



## Denial of Certification

- Denials of certification may be appealed if you believe all facts have not been duly considered.
- Written appeals must be submitted within 90 days of the date of the denial letter.
- Certification denials are appealable to the US DOT, not the certifying agency.
- The following will need to be explained:
  - Why was the certification decision erroneous?
  - Which significant facts were not considered by the certifying agency?
  - Which regulatory provision was improperly implied?



## Interstate Certification

- Firms must be certified in their home state before seeking certification in another state.
- The new state certifying agency can request the on-site report from the home state.
- Out-of-state businesses must submit a complete package of all the documents originally submitted to their home state.
- Interstate certification is not automatic reciprocity; each state must review other states' determinations and other documentation.



# Remaining in Good Standing

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Notify the certifying agency immediately of changes to ownership, business structure, primary business activities, etc.



Make sure your contact information is accurate and up-to-date in the CUCP database.



Annual Update Affidavits (AUA)/5<sup>th</sup>-Year Review Process.



# I'm DBE certified! Now What?

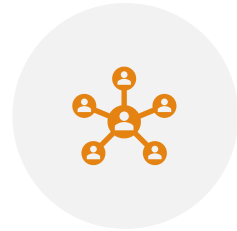
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BE PROACTIVE



EDUCATE  
YOURSELF



NETWORK



BE PREPARED



MARKET YOUR  
FIRM





# FREQUENTLY ASKED QUESTIONS (FAQ)





Is there a fee for Applying?

No, the only cost associated with the DBE certification is to notarize your application and PNW statement.

Is the CUCP Database different from the DBE Directory?

The DBE directory is the informal name of the CUCP database.

Can I mail my application?

At this time, all applications are to be submitted online at <https://caltrans.dbesystem.com/>.

How long does it take to get a response after I submit my application?

After Caltrans receives all complete and necessary paperwork, it can take up to one month.



# CALTRANS RESOURCES





# DBE Specific Resources

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## Certification “Analyst of the Day”

Monday-Friday  
8:00AM – 5:00PM

(916) 324-1700

[DBE.certification@dot.ca.gov](mailto:DBE.certification@dot.ca.gov)

- US DOT DBE Program  
<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise>
- DBE Federal Program  
<https://www.fhwa.dot.gov/civilrights/programs/dbe/>
- CUCP  
<https://cucp.dot.ca.gov/cucp/>



## General Resources

- Caltrans Website

<https://dot.ca.gov/>

- Office of Civil Rights Website

<https://dot.ca.gov/programs/civil%20rights>

- Outreach Events Calendar

<https://dot.ca.gov/programs/civil-rights/caltrans-events-calendar>

- Caltrans Contractor's Corner

<http://ppmoe.dot.ca.gov/des/oe/contractor-info.html>

- Cal eProcure – California's Online Marketplace

<https://caleprocure.ca.gov/pages/index.aspx>



# Q & A Session





# Districts & Counties

[District-1](#) - Eureka (Del Norte, Humboldt, Lake, and Mendocino)

[District-2](#) - Redding (Lassen, Modoc, Plumas, Shasta, Siskiyou, Tehama, and Trinity)

[District-3](#) - Marysville/Sacramento (Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba)

[District-4](#) - Bay Area/Oakland (Sonoma, Napa, Solano, Marin, San Francisco, Contra Costa, Alameda, San Mateo, and Santa Clara)

[District-5](#) - San Luis Obispo/Santa Barbara (Santa Barbara, San Luis Obispo, Monterey, San Benito and Santa Cruz)



[District-6](#) - Fresno/Bakersfield (Madera, Fresno, Tulare, Kings, Kern)

[District-7](#) - Los Angeles (Los Angeles and Ventura)

[District-8](#) - San Bernardino/Riverside (Riverside and San Bernardino)

[District-9](#) - Bishop (Inyo, Mono, and eastern Kern)

[District-10](#) - Stockton (Alpine, Amador, Calaveras, Mariposa, Merced, San Joaquin, Stanislaus and Tuolumne)

[District-11](#) - San Diego (San Diego and Imperial)

[District-12](#) - Santa Ana (Orange)



# District Small Business Liaisons (DSBL)

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DSBL Contact List:

<https://dot.ca.gov/programs/civil-rights/dsbl-contact-list>

Located in all 12 districts

Primary contact for small business-related concerns

- Information about Small Business (SB), Disabled Veteran Business Enterprise (DVBE), and Disadvantaged Business Enterprise (DBE) certification and programs

Outreach

- Community events and activities
- Education regarding how to work with Caltrans
- Provide 1:1 technical assistance to firms

Advocacy services

- Concerns and complaints



Thank you!

For questions or additional information, please contact your local DSBL.

