List of Certifying CUCP DBE Agencies

- California Department of Transportation
  Office of Business and Economic Opportunity
  1823 14th Street
  Sacramento, CA 95811
  (916) 324-1700

- Central Contra Costa Transit Authority (CCCTA)
  2477 Arnold Industrial Way
  Concord, CA 94520
  (925) 676-1976

- Fresno, City of
  2600 Fresno St., Room 2156
  Fresno, CA 93721-3622
  (559) 621-1182

- Los Angeles, City of
  1149 S. Broadway Street, Rm. 300
  Los Angeles, CA 90015
  (213) 847-1922

- Los Angeles County Metropolitan Transportation Authority (METRO)
  One Gateway Plaza
  Los Angeles, CA 90012
  (213) 922-2600

- San Francisco Bay Area Rapid Transit (BART)
  300 Lakeside Drive, 18th Floor
  Oakland, CA 94612
  (510) 464-6195

- San Francisco Municipal Transportation Agency (SFMTA)
  1 South Van Ness Avenue, 6th Floor
  San Francisco, CA 94103
  (415) 701-4443

- San Mateo County Transit District (SAMTrans) Peninsula Corridor Joint Powers Board (JPB)
  1250 San Carlos Avenue
  San Carlos, CA 94070
  (650) 508-7939

- Santa Clara Valley Transportation Authority (VTA)
  3331 North First Street, Bldg. A
  San Jose, CA 95134
  (408) 321-5962

List of Certifying CUCP ACDBE Agencies

- California Department of Transportation
  Office of Business and Economic Opportunity
  1823 14th Street
  Sacramento, CA 95811
  (916) 324-1700

- Los Angeles, City of
  1149 S. Broadway Street, Suite 300
  Los Angeles, CA 90015
  (213) 847-2684
  (City of Los Angeles Only)

- San Diego Regional Airport Authority
  Small Business Development Department
  P .O. Box 82776
  San Diego, CA 92138
  Ph. (619) 400-2568 Fax (619) 400-2566
  (San Diego Concessions Only)

- San Francisco International Airport (SFO)
  Small Business Affairs Office
  P.O. Box 8097
  San Francisco, CA 94128
  Ph. (650) 821-5021 Fax (650) 821-5146
  (SFO Concessions Only)

For individuals with disabilities, this document is available in Braille, large print, audiocassette, or computer disc. To obtain a copy in one of these alternative formats, please write to:

California Department of Transportation
Office of Business and Economic Opportunity
Certification Branch
1823 14th Street
Sacramento, CA 95811

Or call:

Voice: (916) 324-1700
TTY: (916-227-7857, or 711

Caltrans
Office of Business & Economic Opportunity
October 2014

Caltrans
CALIFORNIA DEPARTMENT OF TRANSPORTATION

How to apply for Disadvantaged Business Enterprise (DBE) Certification?

UNIFIED CERTIFICATION PROGRAM

California Unified Certification Program (CUCP)

What are the main eligibility requirements for DBE certification?

Social and Economic Disadvantage: A disadvantaged owner must be a U.S. Citizen (or resident alien) and meet the federal definition of socially and economically disadvantaged as defined in the Code of Federal Regulation 49 CFR Part 26.67. Presumptive groups include women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Americans, or any individual found to be socially and economically disadvantaged on a case-by-case basis.

Personal Net Worth: Only disadvantaged persons having personal net worth (PNW) of less than $1.32 million can be considered as a potential qualified DBE.

Business Size Standard: A firm (including affiliates) must be a small business as defined by the U.S. States Small Business Administration. Average annual gross receipts over the previous three fiscal years may not exceed $23,980,000 ($52,470,000 for airport concessions in general, with some exceptions).

Ownership: Must be a for-profit small business concern, where socially and economically disadvantaged individuals own at least 51 percent interest in the firm.

Independence: The business must not be affiliated with another firm in such a way as to compromise its independence and control.

Management and Control: The DBE owner(s) must possess the power to direct or cause the direction of the management and policies of the firm and to make day-to-day decisions, as well as long-term decisions on matters of management, policy and operations.

On-Site Visit: The Federal regulations require an On-Site Review be conducted for all DBE applicants.

How can I apply for DBE certification?

To begin the process, download the application from the Caltrans Web site at:

http://www.dot.ca.gov/hq/bep/business_forms.htm

For your convenience, a list of helpful tools for completing the DBE application can be found on the Caltrans Web site at:

http://www.dot.ca.gov/hq/bep

Under the Disadvantaged Business Enterprise Program (DBE) heading are Internet links to the DBE application, FAQ's, DBE brochure, and a Power Point Tutorial. If you still have additional questions, please call the Caltrans DBE Certification Office at:

(916) 324-1700
Monday—Friday, 8:00 a.m.-5:00 p.m.
OR e-mail us at:
DBE.Certification@dot.ca.gov

Where do I send my application once it has been completed and notarized?

Review the list of certifying agencies located on the back of this pamphlet and submit your application to the agency in your area.

If you have any additional questions regarding DBE certification, please contact the nearest agency on the back of this pamphlet, and a certification analyst will help you with any questions you have regarding the certification process/application.

What are the benefits of being DBE certified?

- Certification is recognized by 800 local agencies in California, other states and private companies.
- Expands opportunities to participate in federally-funded projects.
- Become accessible to prime contractors needing to fulfill DBE participation goal requirements.
- Listings in official directories such as the CUCP database used by prime contractors.
- Increases opportunities to network at events such as procurement fairs and pre-bids.
- Eligible for mentor protégé opportunities such as Caltrans' CalMentor programs.
- No fees to apply, except the cost of having your application notarized.