



## Disadvantaged Business Enterprise (DBE) Certification

### About the FDOT DBE Program

The Florida Department of Transportation's (FDOT) DBE Program, administered by the Equal Opportunity Office (EOO), is intended to remedy past and current discrimination against disadvantaged business enterprises (DBE), ensure a level playing field and foster equal opportunity and non-discrimination in DOT-assisted contracts, improve the flexibility and efficiency of the DBE program, and reduce burdens on small businesses. Construction Estimating Institute (CEI), the DBE Supportive Services provider for FDOT, can assist you with your application.

### Why should my company become certified as a DBE?

DBE is a certification administered by FDOT and its identified Unified Certification Program (UCP) partners throughout the state. FDOT is committed to utilizing DBEs in its transportation program and has established a race neutral goal of 9.91% for the utilization of DBEs on all contracts. Additionally, FDOT encourages all prime contractors and consultants to use FDOT DBEs.

### Is my firm eligible for certification?

- Is the owner a member of a socially and economically disadvantaged presumptive group (African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women)?
- Is your firm a for-profit business at least 51%-owned by a socially and economically disadvantaged individual(s) who also controls the firm?
- Is the disadvantaged owner a U.S. citizen or lawfully admitted permanent resident of the U.S.?
- Is your firm a small business that meets the Small Business Administration's (SBA's) size standard and does not exceed \$22.41 million in gross annual receipts?
- Is your personal net worth (PNW) less than \$1.32 million?



If you answered "Yes" to all of the questions above, you may be eligible to participate in the FDOT DBE program.

### How do I become certified?

To become certified, businesses must complete the DBE Application. Please contact CEI at (800) 423-7058 or visit [www.fdotssupportservices.com](http://www.fdotssupportservices.com) to request an application or receive assistance with completing the application.

## How does the DBE certification process work?

EOO reviews DBE applications within the first seven days after receiving the application to determine if the application is complete and that the applicant has attached all requested documentation.

If the application is not complete, EOO will send a letter to the applicant requesting the additional information that is required to make the file complete. It is extremely important to provide all the information requested. A checklist that accompanies the application provides a detailed list of all the information needed. If you do not have an item on the checklist, state the reasons this information is not available.

Once the application is complete and all the supporting documentation has been received, EOO will thoroughly review the application and schedule an on-site visit to your office. Usually the EOO staff member conducting the on-site visit will have multiple visits in the same geographical area.

After the on-site review is conducted, the EOO staff member conducting the review will complete a write-up that summarizes the on-site review information along with the other supporting documentation provided with the application. When this analysis is complete, the application file is submitted to the DBE Certification Manager who thoroughly reviews the file and presents it to the EOO Manager who makes the final decision.

If certified, the DBE Certification Manager will update the DBE Certification Directory and send a certification letter to the applicant. If denied, the DBE Certification Manager will send a denial letter to the applicant stating the reasons for the denial and explaining how the applicant can appeal the decision.

