

Unified Certification Program Members

- Akiachak Native Community
- Alaska Department of Transportation & Public Facilities
- Alaska Industrial Development & Export Authority
- Alaska Native Tribal Health Consortium
- Alaska Railroad Corporation
- Alyeska Pipeline Service Company
- Anchorage, Municipality of
- Center for Community, Inc (Sitka, Alaska)
- Central Area Rural Transit System, Inc. (CARTS)
- Cook Inlet Tribal Council (CITC)
- Delta Junction, City of
- Fairbanks, City of
- Inter Island Ferry Authority (Craig, Alaska)
- Juneau, City & Borough of (CBJ)
- Kenai, City of—Airport
- Ketchikan Airport
- Kodiak, City of
- Matanuska-Susitna Borough
- Matanuska-Susitna Community Transit (MASCOT)
- Native Village of Venetie Tribal Government
- Nenana, City of
- North Pole, City of
- North Slope Borough
- North Star Borough
- Palmer, City of
- Pelican, City of
- Quinhaqak Tribal Government
- Sitka Airport
- Sitka, City & Borough of
- Skagway, City of
- Soldotna, City of—Airport

Online Resources

<http://www.dot.state.ak.us> ADOT&PF Web Page

<http://osdbuweb.dot.gov> US DOT Office of Small and Disadvantaged Business Utilization with links to current events, contract opportunities, and regulations

<http://osdbuweb.dot.gov/business/dbe/index.html>
DBE Program (federal) with links to regulatory issues, program information, and administration guidance

<http://www.sba.gov> SBA Web Page

https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm
Searches for NAICS codes and size standards

<http://www.aksbdc.org> Free assistance on business issues

<http://www.ptacalaska.org> Free assistance on government contracting

CONTACT INFORMATION

ADOT&PF Civil Rights Office
PO Box 196900
Anchorage, AK 99519-6900

Physical address:
2200 E. 42nd Avenue

Phone: 907-269-0851 or
1-800-770-6236 (within Alaska)

Fax: 907-269-0847

TTY: Contact Relay Alaska
1-800-770-8255

Web site:
<http://dotcivilrights.alaska.gov>

The Civil Rights Office (CRO) certifies all Disadvantaged Business Enterprises (DBEs) for the Alaska Unified Certification Program. The CRO also ensures statewide compliance with the Alaska Department of Transportation and Public Facilities (ADOT&PF) federal non-discrimination and affirmative action obligations as a condition of continued federal funding for highway and airport construction. ADOT&PF promotes opportunities for socially and economically disadvantaged individuals to participate on federally funded highway and aviation projects through the DBE Program.

It is the policy of the ADOT&PF to ensure compliance with Title VI of the Civil Rights Act of 1964, related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex, age, disability, or national origin.

Rev: July 2016



Your Guide to DBE Certification

with the

Alaska Unified Certification Program



PROGRAM REQUIREMENTS

The Alaska Unified Certification Program

Federal regulations (49 CFR 26) require a Unified Certification Program be developed by all states. This is so Disadvantaged Business Enterprises (DBEs), rather than having to be certified with the various recipients of federal funds for transportation-related projects, could go to one office for certification. The Alaska Unified Certification Program (AUCP), was developed under a mutual agreement between all participating agencies, creating “one-stop shopping” for DBE certification in Alaska. Applicants certified by the AUCP process are recognized by all Federal Highway Administration, Federal Aviation Administration, and Federal Transit Administration recipients in Alaska. The State of Alaska Department of Transportation and Public Facilities (ADOT&PF) Civil Rights Office (CRO) does the certification for the State of Alaska. Each agency continues to administer all other aspects for their respective projects, but all use the AUCP DBE Directory maintained by the CRO.

DBE Applicants Must Meet These Criteria:

- ✓ business status, including size
- ✓ social & economic disadvantage
- ✓ ownership
- ✓ independence
- ✓ management and control

The Certification Process

Submitting the Application

A completed application and supporting documentation demonstrating eligibility must be submitted to the Civil Rights Office. Certification applications are processed in the order they are received. It *generally* takes no more than 90 days to review an application after a completed application and all supporting documentation have been received.

Determining Eligibility

Disadvantaged owners are interviewed in person (or by telephone if located out of state), and an on-site inspection of the business is conducted. After the interview, the CRO representative prepares a summary that is used to determine whether the firm meets the eligibility requirements for certification as a DBE.

If a firm is awarded certification, it becomes eligible for participation as a DBE on transportation-related contracts with federal funding by Alaskan recipients. Information about the certified firm is placed in the AUCP DBE Directory for distribution.

If a firm is denied certification, it is notified about the reasons why and is provided information on its appeal rights. Denied firms must appeal directly to the US Department of Transportation.

Updating Certification

Annually, on the anniversary of the firm’s certification, all DBE firms are required to update information about ownership, management, equipment, employees, business size, and personal net worth.

“Keep Alaska Moving through service and infrastructure.”

Eligibility Requirements

Eligibility requirements for certification as a DBE are set out in Title 49, Part 26, of the *Code of Federal Regulations* (CFR). The following discussion summarizes key information, but does not cover all requirements.

Business Status. The applicant firm must be an existing “for profit” business. It must also meet the federal definition of a small business based on its primary NAICS code, as described by the Small Business Administration (SBA), and must not exceed the small business size standard established for its particular line of work.

Social and Economic Disadvantage. A disadvantaged owner must be a US citizen (or resident alien) and meet the federal definition of socially and economically disadvantaged as defined in 49 CFR 26.67. Presumptive groups include “women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Americans, or other minorities found to be disadvantaged by the SBA.” Individuals who can demonstrate social and economic disadvantage on an individual basis may also qualify.

Business Ownership. Disadvantaged owners must hold at least 51% ownership in the firm and must control the day-to-day operation and management of the business.

Professional License. When a firm's primary line of work requires a professional license, the disadvantaged owner must hold the license.

Personal Net Worth. The Personal Net Worth of a disadvantaged owner cannot exceed \$1.32 million.

Ownership of Resources. A DBE firm must not rely on other individuals or businesses for its employees, equipment, or other resources.

Other Business Involvement. DBE owners cannot engage in outside employment or other business interests that conflict with their management and control of the applicant firm.