

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

Wisconsin Department of Transportation Disadvantaged Business Enterprise Program  
Brochure DTSD60

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on the department's Disadvantaged Business Enterprise Program Brochure, 49 CFR Part 26.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTSD60>

2. Mailing written comments to:

Division of Transportation System Development  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7965  
Madison, WI 53707-7965

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsin.gov](http://wisconsin.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[dotdtsdguidancedocs@dot.wi.gov](mailto:dotdtsdguidancedocs@dot.wi.gov)

# Who's Who in WisDOT DBE Unit

E. AGGO AKYEA  
**OBOEC Director**  
(608) 267-9527

MICHELE CARTER  
**DBE Program Chief**  
(414) 438-4587

DEBORAH ALBRIGHT  
**Good Faith Analyst**  
(608) 266-0503

OLUYEMI FALOMO  
**DBE Technical Advisor**  
(608) 264-9528

VINCENT FISHER  
**DBE Certification Specialist**  
(608) 266-8216

JENNA FOGARTY  
**EEO Compliance Specialist**  
(414) 438-2157

JOHN FRANKLIN  
**Senior Certification Analyst**  
(608) 264-8721

SUKI HAN  
**Central Office DBE Liaison**  
(608) 267-3849

PAUL NDON  
**Business Automation Specialist**  
(414) 438-4584

ROSALIND ROBERSON  
**DBE Support Services Liaison**  
(414) 438-2154



## DBE Policy

*WisDOT Disadvantaged Business Enterprise (DBE) Program is embodied in the Code of Federal Regulations 49 CFR part 26.*

*WisDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure non-discrimination in the award and administration of DOT-assisted contract.*

*WisDOT shall not discriminate on the basis of race, color, national origin, or gender in the award and performance of any USDOT-assisted contracts in the administration of its DBE program or requirements 49 CFR part 26.*

**The DBE Program is a federal requirement legally enforced through Title VI of the Civil Rights Act of 1964 and authorized in each Transportation Bill from ISTEA to FAST ACT.**

# Doing Business with WisDOT

## Typical Subcontracting Opportunities

### Highway Construction

- Clearing & Grubbing
- Concrete: Flatwork, Retaining Walls
- Equipment & Material Suppliers
- Fencing
- Grading
- Landscaping: Erosion Control
- Sewer/Utility
- Traffic Control: Signing, Pavement Marking
- Trucking

### Professional Services

- Archaeology Survey & Study
- Construction Management/Corridor Assistance
- Design Engineering
- Geotechnical Services
- Public Information/Relation
- Real Estate Acquisition
- Storm Water Management

*"I encourage DBE firms to continue to vigorously PURSUE opportunities that will help build your company's capacity so you can WIN contracts, and EXECUTE your contractual commitment at a high level."*

*~U.S. Congresswoman Gwendolyn Moore*



## DBE Support Services Office

6150 W Fond du Lac Ave  
Milwaukee, WI 53218  
(414) 438-2154

Website

<http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/default.aspx>



# DBE qualifers

## Who can be a DBE?

A small for profit business that is at least 51% owned & controlled by socially and economically disadvantaged individual (s).

- ◇ Asian-Indian Americans
- ◇ Asian-Pacific Americans
- ◇ Black Americans
- ◇ Hispanic Americans
- ◇ Native Americans
- ◇ Women
- ◇ Any individual deemed as socially disadvantaged resulting from circumstances beyond his control per 49 CFR part 29 appendix E.

## Eligibility Criteria

Annual Gross Receipts of the business are less than \$23.98 million

Applicant must prove:

\*51% Ownership of Business

\*Personal Net Worth is less than \$1.32M

\*Operational & Managerial Control

\*Technical Competence in Work Area



*“The firm seeking certification has the burden of demonstrating by a preponderance of evidence that it meets the DBE requirements.”*

~49 CFR part 26.61

## Documents Required\*

*Complete:*

1. Uniform Certification Application
2. Signed & Notarized Affidavit of Certification (Pg. 13)

*Submit:*

1. Personal Net Worth Statement
2. Requested Work /Geographic Area Summary
3. Contractor Statement of Experience
4. Three (3) years of tax returns

\*Refer to the Supporting Documentation Checklist (P. 14)

# DBE certification

1. Go to: <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/obtaining-certification> to obtain the Uniform Certification Program (UCP) DBE Application (Pgs. 1-14)
2. Send the completed UCP application with supporting documents to DBE\_Alert@dot.wi.gov  
SUBJECT LINE: Certification Application
3. Certification Specialist annotates missing documents required per UCP instructions and supporting documents checklist.
4. Certification Specialist contacts applicant to schedule an onsite review.
5. Certification Analyst conducts a preliminary review of application submission.
6. Certification Specialist conducts the onsite visit using the WI UCP DBE Onsite Review Form.
7. Certification Analyst reviews all documents submitted to evaluate whether the firm meets the burden of proof for a certification decision.
8. Firm is sent a letter of approval or denial listing the decision per the federal regulations.
9. Applicant can appeal denial decision with USDOT.
10. Approved firms are published in the WI UCP DBE Directory which primes are required to use for contracts with assigned DBE goals.

# DBE support

## DBE Support Services

WisDOT DBE Program offers legal, financial and engineering services at no cost to WI DBE firms.

Support Services are provided by professional consultants which consist of a licensed CPA, a contract attorney, and professional engineers.

*Consulting Services include but are not limited to:*

- ◇ Annual DBE Workshop and Awards Conference
- ◇ Business Automation
- ◇ Business Plan Consultation
- ◇ Capacity Building Business Assessment
- ◇ Mentor Protégé Programs
- ◇ Mobilization Loan for Working Capital
- ◇ One-on-one Business Consultation
- ◇ Subscription to Bid Express Small Business Network
- ◇ Tailored Technical Training

