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.


WisDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination 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.

“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
**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 26.61.

**Eligibility Criteria:**

- Average Annual Gross Receipts of the business are less than $23.96 million.
- Applicant must prove:
  - 51% Ownership of Business
  - Operational & Managerial Control
  - Personal Net Worth is less than $1.32M
  - Technical Competence in Work Area
  - Firm is independent of other businesses

**Documents Required**

**Complete:**
- Uniform Certification Program Application (Pgs. 1-14)
- Signed & Notarized Affidavit of Certification (Pg. 13)

**Submit:**
- Personal Net Worth Statement
- Requested Work / Geographic Area Summary
- Contractor Statement of Experience
- Three (3) years of tax returns

*Refer to the Supporting Documentation Checklist (Pg. 14)

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**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.

**Professional Consulting Services include but are not limited to:**

- Annual DBE Workshop Conference
- Business Automation
- Business Plan Consultation
- Capacity Building Business Assessment
- Guarantee for Mobilization Loan for Working Capital
- One-on-one Business Consultation
- Subscription to Bid Express Small Business Network

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**DBE Support Services**

1. Go to: [https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/obtaining-certification](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 with subject line: Certification Application.

3. Certification Specialist annotates missing documents required per UCP instructions and supporting documents checklist.

4. Certification Analyst conducts a preliminary review of application submission.

5. Certification Specialist contacts applicant to schedule an onsite review.

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.