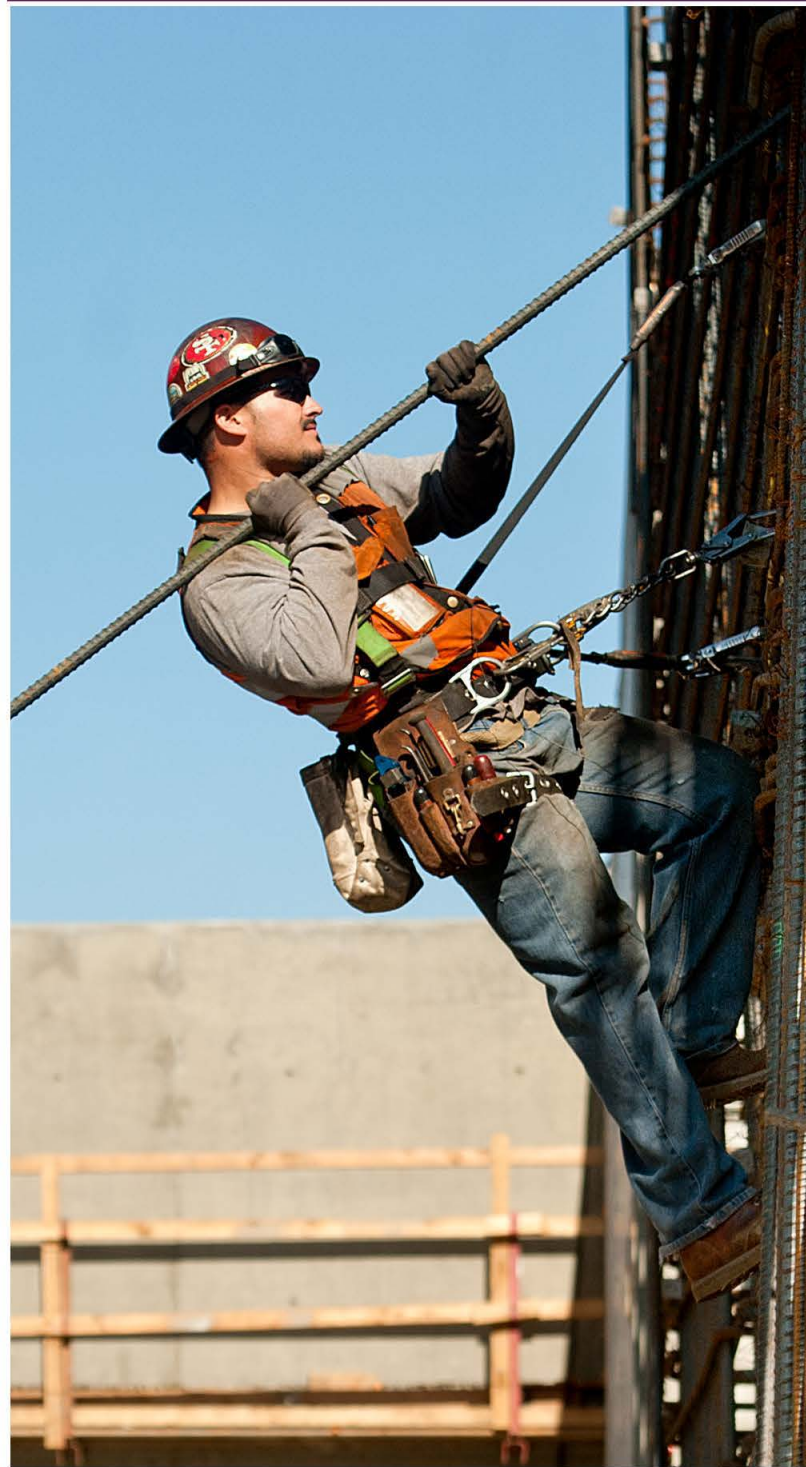




## Disadvantaged Business Enterprise (DBE)



Office of Business Diversity Programs  
(408) 321-5962 • Email: [osdb@vta.org](mailto:osdb@vta.org)  
[vta.org/obdp](http://vta.org/obdp)

# Welcome to VTA's Business Diversity Programs



At the Valley Transportation Authority, it is our responsibility to provide an equal opportunity for all businesses to be represented in improving our transportation infrastructure.

VTA's Business Diversity Programs are designed to provide Disadvantaged, Small, Minority, Women, Disabled Veteran, and LGBT- owned businesses with a myriad of opportunities

to learn, engage, and contribute within Silicon Valley's transportation industry.

VTA is honored to have been recognized for its nationally ground- breaking effort to include LGBT- owned businesses in this process, and we are proud to partner with the County of Santa Clara in encouraging this access in other important arenas in our region.

We have developed a strategic business diversity program that is targeted at providing participants with the key knowledge they will need to bid, compete for VTA contracts, receive certification, and grow their business.

I invite you to take advantage of an exceptional diversity program, and join us in making Santa Clara County the best it can be.

A handwritten signature in white ink that reads "Carolyn Gonot". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Carolyn Gonot  
General Manager/CEO  
Santa Clara Valley Transportation Authority

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## **Section I: About Santa Clara Valley Transportation Authority (VTA) Business Diversity Programs**

### **Mission Statement**

To increase participation and ensure that small, disadvantaged, women, minority, Disabled Veterans (DV), Lesbian, Gay, Bisexual, Transgender (LGBT) owned businesses are afforded an equal opportunity to compete in VTA's procurement process and help businesses grow.

### **Business Diversity Program Objectives**

- One Stop Certification
- Increase awareness of Business Diversity Programs
- Assist small, disadvantaged, women, minority, DV, and LGBT owned businesses grow
- Provide networking and business development technical assistance such as certification training, submitting proposals/bids, presentation on bonding, estimating, and bidding
- Provide a centralized website for SBE, DBE, M/WBE, DVBE and LGBTBE resources

## **Section II: Disadvantaged Business Enterprise (DBE) Program (Federal Funding Only)**

### **What is the DBE Program?**

The DBE Program was established by the federal government to ensure women-and-minority owned businesses have the opportunity to participate in contracts financed in whole or in part by the U.S. Department of Transportation (49 CFR Part 26)

### **DBE Program Objectives**

- To ensure nondiscrimination in the award and administration of DOT assisted contracts
- To create a level playing field on which DBE's can compete fairly for DOT assisted contracts
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as a DBE
- To help eliminate barriers to the participation of DBE firms in DOT assisted contracts
- To assist the development of firms that can compete successfully in the market place outside the DBE Program



## **Fostering Small Business Participation (49 CFR Part 26.39)**

In 2012, a new element was added to the DBE Program intended to assist in leveling the playing field for small businesses. It is considered a race and gender-neutral element of the Department's DBE Program.

### **Certification Eligibility Requirements**

In order to become a certified DBE, a firm must be 51% or more owned and controlled by a socially and economically disadvantaged individual within the meaning of DOT regulations. Additional DBE certification criteria include:

- Firm must be a for profit, small business meeting SBE size standards
- Qualified owner(s) must have a personal net worth that does not exceed \$1.32 million
- Qualified owner(s) must be a U.S. citizen or lawful permanent resident.

### **Applying for DBE Certification**

You can find the DBE application at [www.vta.org/obdp](http://www.vta.org/obdp) and click on the Disadvantaged Business Enterprise Program link.

First time applicants for DBE certification must complete and submit the application and related material to the certifying agency that is located closest to your business home office. Only submit one application to one agency. If you are uncertain as to your closest certifying agency you may always submit your application to CALTRANS.

### **List of Certifying CUCP DBE/ACDBE Agencies**

- California Department of Transportation (DBE/ACDBE) (CALTRANS)
- City of Fresno (DBE/ACDBE)
- City of Los Angeles (DBE/ACDBE)
- Los Angeles County Metropolitan Transportation Authority (DBE)
- San Diego County Regional Airport Authority (ACDBE)
- San Francisco Bay Area Rapid Transit District (DBE)
- San Francisco International Airport (ACDBE)
- San Francisco Municipal Transportation Agency (DBE/ACDBE)
- San Mateo County Transit District/ Peninsula Corridor Joint Powers Board (DBE)
- Santa Clara Valley Transportation Authority (DBE)

### **DBE Directory Listing**

You can find certified DBEs at <https://dot.ca.gov/programs/civil-rights/dbe-search>.

## Frequently Asked Questions

**Q:** Is there a site visit required for DBE certification?

**A:** Yes.

**Q:** How long does it take to get certified?

**A:** The federal regulations allow 90 days to process a complete DBE application.

**Q:** What is the cost for certification?

**A:** There is no cost associated with DBE certification.

**Q:** How long will my DBE certification last?

**A:** Your DBE certification does not expire. However, you are required to submit an Annual Update Affidavit to ensure your firm continues to meet DBE Program standards.

## Section III: How to Do Business with VTA

### Register Online to Be a Vendor for VTA:

1. Go to the VTA website: [www.vta.org/procurement](http://www.vta.org/procurement) and click on “Register” button.
2. Fill in the blanks according to instructions. Click on “Save” at the bottom.

### Find Information on VTA’s Invitation for Bid (IFBs) or Requests for Proposals (RFPs):

1. Go on the VTA website: [www.vta.org/solicitations](http://www.vta.org/solicitations)
2. Click on any solicitation you are interested in for further information. Our website is updated regularly.

### Get Certified

Applications for SBE/DBE/MWBE Certification Programs can be found at [www.vta.org/obdp](http://www.vta.org/obdp)

### Current Solicitations

Prospective consultants, contractors and suppliers can use [www.vta.org/procurement](http://www.vta.org/procurement) to:

- Register online to be a vendor
- Receive notifications of VTA procurements
- Download procurement documents

### Contact Information

For more information, contact Procurement, Contracts and Materials Management at (408) 321-7170.

**"Spend the time to build relationships with prospective business partners. Their experience and advice is invaluable!"**

*- Lonnie Coplen, Alternative + Renewable Construction*

**"The DBE and SBE certifications provide a competitive edge when we submit proposals and representations to proposals. There are solicitations that require DBE and SBE goals to promote and engage small and disadvantaged business"**

*- Jeff Enar, JPS Inc.*

