



Bridging the Networking Gap

Doing Business with Transportation



Webpage Refresh

- [State Supplier Portal](#)

- One Registration

- United Nations Standard Products and Services Code (UNSPSC)

- [Ok.gov/odot](#)

- Solicitations

Technology Project Spotlight

- Roadway Management System
- Contract Compliance – Bidder/Quoter Process
- Migrating Oracle servers to the Cloud

Disadvantaged Business Enterprise Supportive Services



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- Supportive Services Coordinator
- Assist with applications
- Coordinate Trainings
- Administer Reimbursement Program

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What is the Disadvantaged Business Enterprise?

The primary purpose of the DBE Supportive Services is to provide training, assistance and services to firms that are certified in the DBE program with the State of Oklahoma to facilitate the firm's development into viable, self-sufficient businesses capable of competing for and performing on, federally assisted highway projects.



- Benefits of becoming a certified DBE firm
 - Connection with DBE firms & other entities
 - Training opportunities
 - Networking and matchmaking events
 - Training reimbursement
 - Web design reimbursement
 - Assistance with business profile (Capability Statement)

➤ Programs Offered

- On-Boarding Program
- Reimbursement/Assistance Program
- Small Enterprise Training (SET) Program

➤ How to Apply

- UCP Checklist
- Declaration of Eligibility
- Personal Net Worth Form
- Set up account with CRCC (CRCC-ODOT)

Checklist for Application

In Order to complete your application for DBE or ACDBE certification, you must attach copies of the following **REQUIRED** documents. A failure to supply any information requested by the UCP may result in your firm being denied DBE-ACDBE certification.



UNIFORM CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST

In order to complete your application for DBE or ACDBE certification, you must attach copies of all of the following REQUIRED documents. A failure to supply any information requested by the UCP may result in your firm denied DBE/ACDBE certification.

Required Documents for All Applicants

- Résumés (that include places of employment with corresponding dates), for all owners, officers, and key personnel of the applicant firm
- Personal Net Worth Statement for each socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm.
- Personal Federal tax returns for the past 3 years, if applicable, for each disadvantaged owner
- Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 3 years.
- Documented proof of contributions used to acquire ownership for each owner (e.g., both sides of cancelled checks)
- Signed loan and security agreements, and bonding forms
- List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.
- Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
- Licenses, license renewal forms, permits, and haul authority forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications, if applicable; and any U.S. DOT appeal decisions on these actions.
- Bank authorization and signatory cards
- Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
- List of all employees, job titles, and dates of employment.
- Proof of warehouse/storage facility ownership or lease arrangements

Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

Corporation or LLC

- Official Articles of Incorporation (signed by the state official)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement(s)
- Minutes of all stockholders and board of directors meetings

- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

Optional Documents to Be Provided on Request

The UCP to which you are applying may require the submission of the following documents. If requested to provide these document, you must supply them with your application or at the on-site visit.

- Proof of citizenship
- Insurance agreements for each truck owned or operated by your firm
- Audited financial statements (if available)
- Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm.
- Trust agreements held by any owner claiming disadvantaged status
- Year-end balance sheets and income statements for the past 3 years (or life of firm, if less than three years)

Suppliers

- List of product lines carried and list of distribution equipment owned and/or leased

➤ On-Boarding Program

- The Oklahoma Department of Transportation's (ODOT) Disadvantaged Business Enterprise (DBE) On-Boarding program is designed primarily for newly certified DBEs. On-Boardings are conducted quarterly with the Civil Rights Division staff. However, the program is open to all other DBEs on a scheduled basis.

➤ Reimbursement/Assistance Program

➤ Training

➤ Company website design

➤ Financial audit

➤ Small Enterprise Training (SET) Program

- The Oklahoma Department of Transportation has launched a Small Enterprise Training Program to facilitate increased participation in construction contracting opportunities by Oklahoma's small businesses.
- SET will offer free training to companies which meet National Small Business Administration's size guidelines and are actively pursuing ODOT contracting opportunities.
- SET's goal is to assist ODOT's certified Disadvantaged Business Enterprises (DBEs) and other small businesses currently involved in or interested in expanding their operations in the road construction industry. These workshops will help increase the participant's business expertise and their capacity to acquire and perform contracts both in the public and private sector. The training program will include technical subjects such as bidding and estimating costs in addition to business skills like networking and using social media as an outreach tool.

Questions?