



CALIFORNIA

High-Speed Rail Authority



California High-Speed Rail Small Business Workshop

Ashley Mistler
Small Business Advocate
Small Business Program
SBProgram@hsr.ca.gov

Workshop Agenda

Small Business Program Workshop

SMALL BUSINESS PROGRAM WORKSHOP

Monday, December 5, 2022

Agenda Item	Responsible Party
I. Introduction and Overview	Ashley Mistler
II. Review of SB Presentation from Pre-bid	Ashley Mistler
III. Presentation on Compliance	Cyrita Pacheco
IV. State Certifications (UNSPSC)	Department of General Services (DGS))
V. Presentation on Compliance	Department of Transportation (DOT
VI. Question & Answers	Panel

SMALL BUSINESS PROGRAM

Small Business By the Numbers



- 30% Goal for Small Business Participation
 - » 10% Disadvantaged Business Enterprises (DBE)
 - » 3% Disabled Veteran Business Enterprises (DVBE)

Commitment to Diversify

Small Business Certification Overview

Certifications That Count Toward the Overall Goal:

- **California Department of General Services**

- Small & Micro Businesses (SB / MB)
- Disabled Veteran Business Enterprises (DVBE)
- Small Business for Public Works (SB-PW)

state

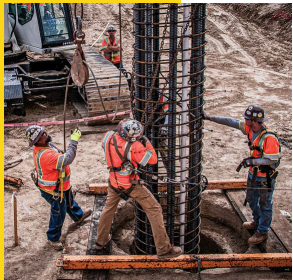
- **California Unified Certification Program**

- Disadvantaged Business Enterprises (DBE)

federal

- **US Small Business Administration**

- 8(a) Disadvantaged Business Program



Connect HSR

High-Speed Rail Vendor Registry

Free Online Tool to Connect with Business Opportunities

Open to All Businesses, Large & Small

- **List Your Business:**
 - Type of Business
 - Services Offered or Supplies Sold
 - Service Counties
 - Certifications
- **Learn About:**
 - Future Contracting Opportunities
 - Trainings/Workshops
- **Register At:**
 - www.connecthsr.com





CALIFORNIA

High-Speed Rail Authority



RFQ FOR SUSTAINABILITY SERVICES PROCURMENT SMALL BUSINESS COMPLIANCE

Cyrita Pacheco
Small Business Compliance Manager
December 5th, 2022



SB PROGRAM REPORTING & RESPONSIBILITY

Section V. Subpart E: Professional Services Provisions (PG 32)

Contractor Small Business Officer (SBO)

- Develop, implement & monitor SB Performance Plan
- Act as “lead” for contractor staff and subcontractors regarding SB Program goals/objectives
- Post SBs
- On-Site Monitoring
- Attend
 - Quarterly meetings with the SBCU regarding overall SB utilization and strategies to achieve the SB goals.
 - Attendance to at least two (2) Business Advisory Council (BAC) meetings per year.



REPORTS AND SUBMISSION

- **Prepare and submit**

- *Monthly (Due the 15th of each month)*
 - Form 103
 - Prompt Payment and Retainage Report
 - Monthly SB Narrative Reports
- *Annually (Due August 1st)*
 - Annual Report - Due annually, 1st August
- *As Needed*
 - Request to Add, Request to Substitute & Terminate
 - SB Subcontract Agreements and SB purchase orders (POs)
 - Submitted within 14 working days
 - Payment Language
 - Change Orders (CO)



**Thank you
and
Questions**



SMALL BUSINESS COMPLIANCE

CALIFORNIA HIGH-SPEED RAIL



Headquarters

California High-Speed Rail Authority

770 L Street, Suite 800

Sacramento, CA 95814

www.hsr.ca.gov

Central Valley Regional Office

1111 H Street

Fresno, CA 93721



How to do Business with California State Government

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DGS

Office of Small Business
and Disabled Veteran
Business Enterprise Services

How to do Business with California State Government

Wayne Gross

Business Outreach Liaison

Wayned.gross@dgs.ca.gov

279-946-8387

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DGS

**Office of Small Business
and Disabled Veteran
Business Enterprise Services**

Topics

- Overview of SB/DVBE Program
- State Certifications
- Bid Solicitations
- SB/DVBE Advocates
- SB/DVBE Emergency Register
- Commercially Useful Function (CUF)



CALIFORNIA
\$21.2 Billion
CALIFORNIA



\$520 Million

2.5% of all contract dollars

DVBE DISABLED VETERAN
BUSINESS ENTERPRISE

\$3.1 Billion

14.6% of all contract dollars

SB SMALL BUSINESS

2020-21 FISCAL YEAR

State Certifications

- Small Business (SB)
- Small Business for the Purpose of Public Works (SB-PW)
- Disabled Veteran Business Enterprise (DVBE)



Benefits of Certification

- 5% bid preference for SB/SB-PWs
- Up to 5% bid incentive for DVBEs
- Exclusive contract opportunities
- Prompt Payment Act benefits
- Work with DGS Reciprocity Partners
- Working with prime contractors

Certification Eligibility Requirements

Small Business (SB) Certification

- Independently owned and Operated
- Not dominant in field of operation
- Headquarters and owners in California
- 100 employee limit
- \$16 million Average Gross Annual Receipts (GARs) limit*

Certification Eligibility Requirements

Small Business for the Purpose of Public Works (SB-PW) Certification

- 200 employee limit
- \$37 million Average Gross Annual Receipts (GARs) limit

Certification Eligibility Requirements

Disabled Veteran Business Enterprise (DVBE) Certification

- A “disabled veteran” is:
- A veteran of the U.S. military, naval, or air service
- +10% service-connected disability
- Must live in California

Certification Eligibility Requirements

Disabled Veteran Business Enterprise (DVBE) Certification

- 51% owned by disabled veterans (LLCs must be 100%)
- Daily management by disabled veterans
- Home office must be in the U.S.
- Cannot be a foreign based business



California State Government Marketplace

Your home for California's State Procurement and Certification Programs

California State Contracts Register (CSCR)

Search Bid Opportunities

[Q START SEARCH](#)

How do I...

Sell to the State



Register in Cal eProcure to receive bid notifications. Search for bid opportunities in the California State Contracts Register (CSCR).



Get Certified



Learn about California's Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) certification program and apply for SB/DVBE certifications.



Find Public Procurement Information



Access records on what state agencies have purchased. Search for SB/DVBE suppliers, state contracts and bid opportunities.



Find Training and Resources



Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event.



Find Bid Opportunities (CSCR)

Find Certified Firms (SB/DVBE)

Find State Contracts (LPA)

Find Past Purchases (SCPRS)

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Event Search

California State Contracts Register

Event Name

Event ID

Department

Event Status

Clear Criteria

Advanced Search Criteria

Search

Use Saved Search

Manage Saved Searches

Save Search Criteria

EVENTS

Showing Results 1-11 of 11

 Download

California State Contracts Register

Event Name

Event ID

Department

Event Status

Start Date From

End Date From

Through

Through

Enter date in the format mm/dd/yyyy

Enter date in the format mm/dd/yyyy

Item Description

UNSPSC codes

Category

Description



+ Add a new UNSPSC code

Service Areas

Service Area ID

County



+ Add New Service Area


Contractor License Type

Contractor License Type

Description



+ Add New Contractor License Type

 Download

Event ID	Event Name	Department Name	End Date	Status
0000019441	Mammography, Bone Density and Relief Radiology Technician Services PR219008	Dept of Developmental Services	05/10/2021 11:30AM PDT	Posted
0000019215	Grower Liaison for San Bernardino County	Dept of Food & Agriculture	05/10/2021 12:00PM PDT	Posted
0000019435	CHP GOLD RUN AREA OFFICE SHOP CLOTHING SERVICES	Dept of the CA Highway Patrol	05/10/2021 1:15PM PDT	Posted
0000019390	19-27788.FMD.EEC Window Repair/Replacement	Department of General Services	05/10/2021 2:00PM PDT	Posted
0000019214	Grower Liaison for Southern Ventura County	Dept of Food & Agriculture	05/10/2021 2:00PM PDT	Posted
0000018359	20-41049-000 CA Memorial Project	Department of State Hospitals	05/10/2021 2:00PM PDT	Posted
0000019211	Grower Liaison for Fresno and Madera Counties, RFP 21-0001	Dept of Food & Agriculture	05/10/2021 2:00PM PDT	Posted
0000019212	Grower Liaison for Northern Tulare County, RFP 21-0002	Dept of Food & Agriculture	05/10/2021	Posted

Event Details


Event : 05-0L7214



Remove & construct concrete bridge, concrete slab, bridge rail & HMA.

Details

Event ID
05-0L7214

Dept: 
Department of Transportation

Format/Type:
Sell Event / RFx

Event Version
1

Published Date
12/28/2020 12:00AM PST

Description:
05-SLO-1-32.6 *** SAN LUIS OBISPO COUNTY IN MORRO BAY AT TORO CREEK BRIDGE

Event End Date:
02/17/2021 2:00PM PST

- [View Event Package](#)
- [Post Vendor Ads](#)
- [View Vendor Ads](#)

Contact Information
Maxwell Maurer
Phone: 916/227-8224
Email: maxwell.maurer@dot.ca.gov

Pre Bid Conference (N/A)
Pre Bid Conference: Non Mandatory
Date:
Time:
Location:
Comments:

UNSPSC Codes

UNSPSC Classification	UNSPSC Classification Description
72141000	Highway and road construction services

Contractor License Type

Contractor License Type	Description
A	General Engineering Contractor
C-08	Concrete Contractor
C-12	Earthwork and Paving Contractors
D-09	Drilling, Blasting and Oil Field Work

Service Area

Area ID	County
040	San Luis Obispo

Contact Details

Name * Wayne Gross

Email Id * wayne_gross@sbcglobal.net

Phone * 916-230-4417

Advertisement Details

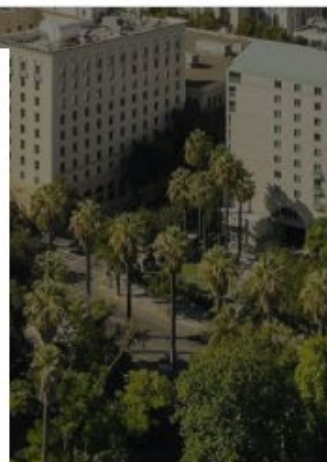
Title * Gross Fence Company

Response Deadline * 02/15/2021

Prime Seeking Sub Sub Seeking Prime

Description * SB #2127493 builds fences be it wood, aluminum, or concrete. Been in the business for 20 years.

2,000 Characters



SB/DVBE Advocates

- State employees
- Work in purchasing at specific departments
- Help SBs and DVBEs get contracts

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Your home for California's State Procurement and Certification Programs

California State Contracts Register (CSCR)

Search Bid Opportunities

[START SEARCH](#)

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Learn how to do business with the state of California. Access training resources, watch instructional videos, attend an outreach event.



Training and Resources

Learn how to pursue contract opportunities with California state government

Getting Started

- [How to do Business with California State Government - an Overview of State Contracting for Small Businesses \(SB\)](#)
- [Como Hacer Negocios con el Gobierno del Estado de California: Una Descripción General de la Contratación Estatal para Pequeñas Empresas \(SB\)](#)
- [How to do Business with California State Government - an Overview of State Contracting for Disabled Veteran Business Enterprises \(DVBE\)](#)
- [Cómo Hacer Negocios con el Gobierno del Estado de California: Una Descripción General de la Contratación Estatal para Empresas de Veteranos Discapacitados \(DVBE\)](#)
- [Commercially Useful Function \(video\)](#)

Next Steps

- [I'm Certified, Now What? - take next steps to contract with the state \(English\)](#)
- [Pasos a Seguir Despues de Recibir Certificacion \(Español\)](#)

Don't Miss Contract Opportunities

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Inside State Contracting

- [Learn about public competitive bidding \(video\)](#)
- [Learn about acquisition methods](#)
- [Learn about the SB/DVBE Emergency Registry](#)

Research and Marketing

- [Learn how to market your business \(video\)](#)

- [Contact a small business and DVBE advocate](#)



Resources to Grow Your Business

- [Leverage your state certifications for local contract opportunities](#)

Small Business (SB)/Disabled Veteran Business Enterprise (DVBE) Advocate Directory

Search for a small business (SB) and disabled veteran business enterprise (DVBE) advocate to help you pursue contract opportunities with the state.

CONTACT

Office of Small Business and DVBE Services

Department of General Services

707 Third Street
West Sacramento, CA 95605
advocate@dgs.ca.gov

DOWNLOAD THE ADVOCATE DIRECTORY

The linked directory above lists the name and contact information of every advocate in the state departments and agencies.

Almost every agency and department in the state of California has a small business (SB) and disabled veteran business enterprise (DVBE) advocate. The SB/DVBE Advocate is here to help SBs and DVBEs pursue contract opportunities with the department they work for. They work closely with the buyers in their department to include SBs and DVBEs in state procurement.

DEPARTMENT (Highlighted departments have a SB/DVBE First policy)	INIT/OFFICE/LOCATION	CONSTRUCTION	NAME
Administrative Law, Office of	Executive Office		Belinda Lindstrom
Agricultural & Labor Relations Board			Jan Shores
Air Resources Board			Eriik Quady
Aging, Dept of	Contracts and Business Services		Kelli Kemper
Alcoholic Beverage Control, Dept. of			Pattye Nelson
Arts Council, CA	Administration		Ayanna Kiburi
CA Dept. of Tax and Free Administration	Acquisition Branch		Matt Freeman
Board of Equalization	Acquisition Branch		Lina Lopez
Board of Equalization	Acquisition Branch		Bruce Catalano
Business Oversight, Dept. of	Business Operations Section		Hyunmee Peters
Business, Consumer Services & Housing Agency			Gladys Lopez
CA African American Museum	Fiscal Department		Marchell Miller
CA Coastal Commission	Business Services		Owen Omphua
CA Commission on Disability Access			Angela Jemmott
CA Conservation Corps	Business Services		Jennifer Reed-Sanguayo
CA Dept. of Human Resources			Marcos Hernandez
CA Dept. of Technology . This department has an SB/DVBE First Policy	IT Procurement & Contract Services		Dan Lautaret
CA Dept. of Technology . This department has an SB/DVBE First Policy	IT Procurement & Contract Services		Marisa Duarte-Lott
CA Governor's Office of Emergency Services	Procurement		Flora Karami
CA Exposition & State Fair			Candice Myers
CA Health Benefit Exchange	Business Services/Procurement		David A. Hovey
CA High-Speed Rail Authority		X	Alice Rodriguez
CA Highway Patrol . This department has an SB/DVBE First Policy	Business Services	X	Tracy Bowen
CA Horse Racing Board	Business Services		Daniel Zamora
CA Lottery Commission	Contract and Procurement Services		David Pena
CA Maritime Academy	Contract Services and Procurement		Lorrie Dineen-Thackeray
CA Natural Resources Agency	Administration and Finance		Vickie Key
CA Prison Industry Authority (CalPIA)	Business Services/Contracts Unit	X	Jamie Halford
CA Public Utilities Commission . This department has an SB/DVBE First Policy	Executive Division		Bezawit Dilgassa
CA Science Center			Abigail Menchaca
CA Senior Legislature			Janice Bailey
CA State Independent Living Council	Headquarters		Danielle Hess
CA State Library	Business Services		Timothy Burkhart
CA State Polytechnic University	Pomona	X	Duane Johnson
CA State University	Bakersfield	X	Kathryn Villa
CA State University	Chico	X	Duane McCune
CA State University	Dominguez Hills	X	Emmit Williams
CA State University	East Bay	X	Jon Medwin

	A	B	C	D	
1	DEPARTMENT (Highlighted departments hav	UNIT/OFFICE/LOCATION	CONST	NAME	ADDRESS
233	Transportation, Department of (Caltrans)	Office of Civil Rights	X	Aisha Copeland	1823 14th Street
234	Transportation, Department of (Caltrans)	District 11	X	Alejandra Aguirre	4050 Taylor Street
235	Transportation, Department of (Caltrans)	Office of Civil Rights	X	Amanda Himes	1823 14th Street
236	Transportation, Department of (Caltrans)	District 4	X	Ayanna Nobles	112 Grand Avenue
237	Transportation, Department of (Caltrans)	District 10	X	Bob Adams	1976 E. Dr. Martin Luther King Jr.
238	Transportation, Department of (Caltrans)	District 6	X	Chloe Doyle	1352 W. Olive Avenue
239	Transportation, Department of (Caltrans)	District 4	X	Jada Pugh	111 Grand Avenue
240	Transportation, Department of (Caltrans)	District 5	X	Jessica Biro	50 Higuera Street
241	Transportation, Department of (Caltrans)	District 9	X	Jessica Klemencic	500 South Main Street
242	Transportation, Department of (Caltrans)	District 11	X	Maria Ibarra	4050 Taylor Street
243	Transportation, Department of (Caltrans)	District 7	X	Michelle Scott	100 S. Main Street
244	Transportation, Department of (Caltrans)	District 12	X	Mirley Vargas	1750 East 4th Street
245	Transportation, Department of (Caltrans)	District 8	X	Paige Johnson	464 W. 4th Street
246	Transportation, Department of (Caltrans)	District 2	X	Patricia Silva	1657 Riverside Drive
247	Transportation, Department of (Caltrans)	District 3	X	Robynn Spence	703 B Street
248	Treasurer's Office, State	Administration Division		Ashley Peters	915 Capitol Mall
249	Treasurer's Office, State	Administration Division		Moulay Billouche	915 Capitol Mall
250	Veterans Affairs, Dept of	Veterans Services Division	X	Keith Boylan	1227 O Street

SB First Policy

Emergency Contracting

SB/DVBE Emergency Registry

- Separate from Cal eProcure
- List of state certified businesses
- Used by state department buyers
- SBs and DVBEs must be ready for emergency contract work
- Predetermined categories of goods and services

Emergency Registry Categories:

- Base Camp Operations
- Buildings/Sanitation
- Communications
- Construction
- Debris Removal
- Electrical
- Energy/Fuel
- Erosion Control
- Facilities
- Fencing
- Fire Protection
- Food & Beverage
- Hazardous Materials
- Information Technology
- Janitorial
- Law Enforcement/Security
- Lighting
- Logistics/Transportation
- Maintenance/Repair Medical
- Miscellaneous Services
- Miscellaneous Supplies
- Personal Care Supplies
- Portable Modular
- Respiratory Products
- Roadway Maintenance
- Temporary Labor
- Traffic Control
- Vehicle Rentals (Incl. Heavy Equipment)
- Vehicle Repair

SB/DVBE Emergency Registry

To register you will need:

- Certification number
- Emergency categories
- Description of products/services
- Business Address
- Contact information – both primary and emergency (after hours)

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HOME > PROCUREMENT DIVISION > NEWS > SB/DVBE ER CERTIFIED BUSINESS INFORMATION

SB/DVBE Emergency Registry – Certified Business Information

Register to provide state departments goods and services during an emergency!

Published on September 30, 2021

EMERGENCY REGISTRY ACCESS

For step by step registration instructions:

[Instructional Guide](#)

START REGISTRATION:

The **SB/DVBE Emergency Registry** was developed to simplify the identification of certified Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE) during an emergency. The State faced challenges in recent years with identifying and buying from SBs and DVBEs during emergency events. By increasing contracting opportunities to certified businesses, departments are better able to meet their SB and DVBE contracting goals and our economy is strengthened for recovery.

What is the SB/DVBE Emergency Registry?

The SB/DVBE Emergency Registry is a dedicated searchable listing of certified businesses that are ready and able to deploy goods or services to state departments during the event of an emergency. Unlike Cal eProcure, this portal will only include businesses that provide goods and services contained in emergency categories (listed below). This list of predefined emergency categories has been developed based on the past needs of the state during emergencies. State department buyers will be able to access and search this pool of suppliers during state emergencies.

REGISTRY INFORMATION FOR STATE DEPARTMENTS

Click the button below to access the State Department webpage:

What types of businesses should register for the SB/DVBE Emergency Registry?

Certified businesses that can deliver on-demand emergency goods and services are invited to register their business.

CONTACT

Questions about the SB/DVBE Emergency Registry:

SB/DVBEEmergencyRegistry@dgs.ca.gov

A business qualified for the emergency registry...

- Has an active SB/DVBE certification number

Commercially Useful Function (CUF)

You perform CUF if your business is:

- Executing a distinct element of the work
- Performing, managing, or supervising the work
- Performing work that is normal for the firm's business services and functions
- Negotiating price, determining quality and quantity, ordering, installing, and making payment
- Not subcontracting a portion of the work greater than expected by industry practices

Laws

- Small Business: Government Code 14837(d)(4)(A)
- DVBEs: Military and Veterans Code 999(b)(5)(B)
- CUF penalties and sanctions - MVC 999.9(a)

Commercially Useful Function (CUF)

Your business does not perform CUF if you are:

- An extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of SB/DVBE participation.
- Not being used to perform the work as stipulated in the bid.
- No longer used to provide goods/services listed in initial bid response.

Review

- Overview of SB/DVBE Program
- State Certifications
- Bid Solicitations
- SB/DVBE Advocates
- Commercially Useful Function (CUF)

California Department of General Services
Procurement Division

*Thank You
for Participating*

Contact Information

Wayne Gross

Business Outreach Liaison

279-946-8387

Wayned.gross@dgs.ca.gov

www.dgs.ca.gov/PD-OSDS

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DGS

**Office of Small Business
and Disabled Veteran
Business Enterprise Services**



Disadvantaged Business Enterprise (DBE) Certification Overview



Learning Objectives

- Disadvantaged Business Enterprise (DBE)
Program Overview
- Benefits of Certification
- Eligibility Requirements
- FAQ and Resources



Disadvantaged Business Enterprise (DBE):

For-profit small business

Own at least a 51% interest

Legislatively mandated program



Disadvantaged Business Enterprise (DBE) Program Objectives

- Ensure nondiscrimination in the award and administration of United States Department of Transportation (US DOT) assisted contracts
- Create a level playing field on which DBEs can compete fairly.
- Ensure that the Department's DBE program is narrowly tailored in accordance with applicable law
- Ensure that firms that meet eligibility standards in the Code of Federal Regulations, 49 CFR 26.



Benefits of DBE Certification

DBE/ACDBE certifications are recognized by subrecipient local agencies in California.

Expands opportunities to participate on federally-funded contracts.

Become accessible to prime contractors needing to fulfill DBE participation goal requirements.

Listing on the official CUCP database.

Increases opportunities to network at events such as procurement fairs and pre-bids.



CALIFORNIA UNIFIED CERTIFICATION PROGRAM (CUCP)





CUCP CERTIFYING AGENCIES

- California Department of Transportation (Caltrans)
- Bay Area Rapid Transit (BART)
- City of Fresno
- City of Los Angeles
- Los Angeles County Metropolitan Transportation Authority (METRO)
- San Francisco Municipal Transportation Agency (SFMTA)
- San Mateo County Transit District (SAMTRANS)
- San Diego County Regional Airport Authority (SDCRAA)
- San Francisco International Airport (SFO)
- Santa Clara Valley Transportation Authority (VTA)



DBE ELIGIBILITY REQUIREMENTS





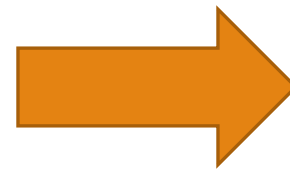
DBE Eligibility Overview

- Socially and Economically Disadvantaged
- Ownership
- Control
- Independence
- Personal Net Worth (PNW 1.32 million)
- Business Size as defined by the Small Business Administration (SBA)





Social and Economic Disadvantage

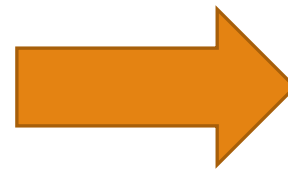


- Asian Pacific
- African American
- Hispanic
- Native American
- Subcontinent-Asian
- Women

Note: If you are not in one of the six groups that has a presumption of social and economic disadvantage, you may still be eligible for DBE certification. Refer to 49 CFR 26, Appendix E.



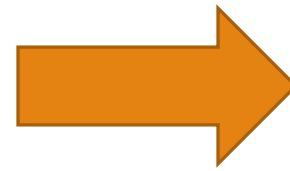
Ownership



To be a DBE, a firm must be at least 51% owned by socially and economically disadvantaged individual(s)



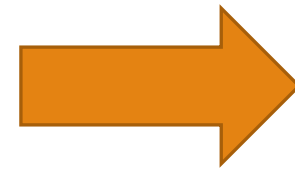
Control



51% owner(s)
must be able to
have the ability
and power to
make decisions
on management,
policy and
operations



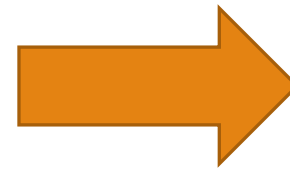
Independence



Only an independent business may be certified as a DBE



Personal Net
Worth (PNW)

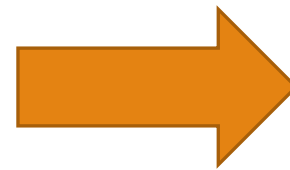


The 51%
majority
owner(s) must
not exceed
PNW of \$1.32
million

Note: There may be some cases in which an individual whose PNW is less than \$1.32 million may not be regarded as economically disadvantaged. Refer to 49 CFR 26.67.



Business
Size



3-year average
gross receipts
cannot exceed
\$28.48 million
(varies by
industry)



APPLYING FOR DBE CERTIFICATION





Application Process Overview



Application is assigned to a certification analyst



Analyst conducts review for missing documentation and requests further clarification (if needed)



Site visit is scheduled and conducted



Analyst to conduct final review for eligibility recommendation



Certification determination completed

California Unified Certification Program

Welcome to the California Unified Certification Program Certification Portal! The CAUCP is responsible for DBE certification in the state of California and provides firms with "one-stop" shopping.

To apply for DBE certification you may contact any one of the ten CUCP Certifying Partners - Los Angeles County Metropolitan Transit Authority (LA Metro), San Diego County Regional Airport Authority (SDCRAA), San Francisco Bay Area Rapid Transit District (BART), San Francisco International Airport (SFO), San Francisco Municipal Transportation Agency (SFMTA), San Mateo County Transit District (SAMTrans), Santa Clara Valley Transportation Authority (VTA), City of Los Angeles, City of Fresno, California Department of Transportation (Caltrans) - by clicking on their logo.

[Vendor Certification](#)

Search our database of DBE/ACDBE certified vendors

[Find a California](#)

[System Training](#)

Learn how to fully utilize our system with a live trainer

[Training](#)

[California Work Codes](#)

Click the link below to view the California Work Codes Guide

[Work Code Guide](#)

UCP Members

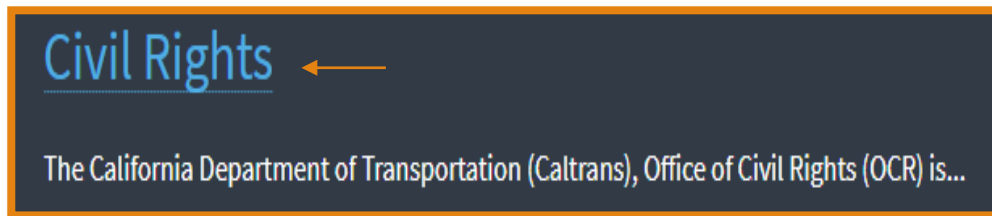




1. Start at Caltrans Website (<https://dot.ca.gov/>), then click “Programs”



2. Click “Civil Rights”



3. Click “California Unified Certification Program”

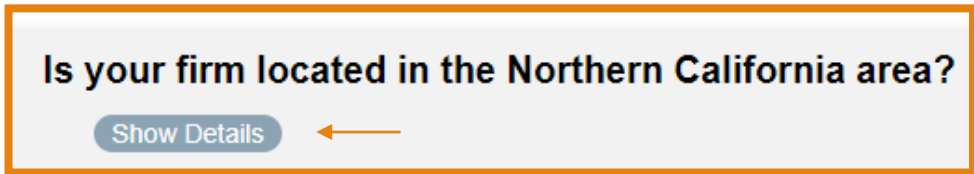


4. Click “Find a Certifying Agency”





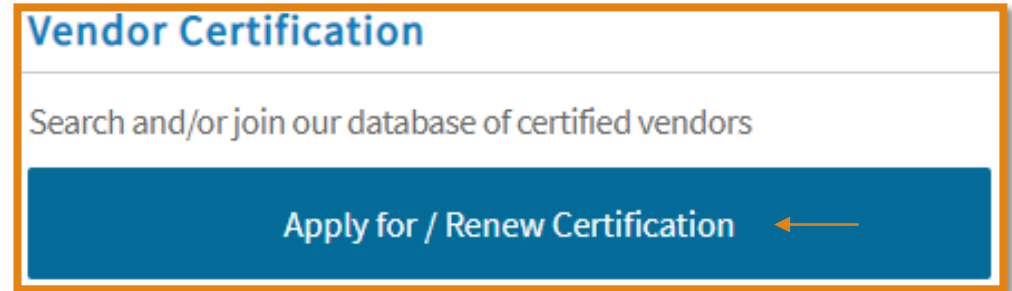
5. The Online Certification screen will populate, click “show details” under the “Is your firm located in the Northern California area?”



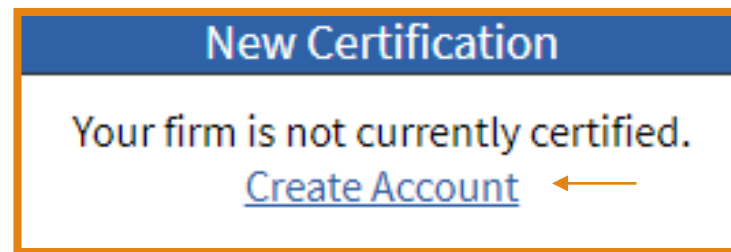
6. Click “California Department of Transportation”



7. Click “Apply for/Renew Certification”



8. The Online Certification screen will populate, click “Create Account”





Online Certification Account

- Tax ID
- Business Information
- Contact Information
- Company Contact Person





Key Reminders

- Complete application within 90 days
- DBE Application and Personal Net Worth Statement (PNW) must be signed and notarized
- Upload required documents
- You may use the direct link to access the system:

<https://caltrans.dbesystem.com/>





FREQUENTLY ASKED QUESTIONS (FAQ)





Is there a fee for Applying?

No, the only cost associated with the DBE certification is to notarize your application and PNW statement.

Can I mail my application?

At this time, all applications are to be submitted online at <https://caltrans.dbesystem.com/>.

How long does it take to get a response after I submit my application?

After Caltrans receives all complete and necessary paperwork, it can take up to one month.



CALTRANS RESOURCES





DBE Specific Resources

Certification “Analyst of the Day”

Monday-Friday
8:00AM – 5:00PM

(916) 324-1700

DBE.certification@dot.ca.gov

- US DOT DBE Program
<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise>
- DBE Federal Program
<https://www.fhwa.dot.gov/civilrights/programs/dbe/>



Q & A Session

