

# The Path to Becoming a DBF

July 2019

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# The City of Davenport, Iowa @itiBus



**Iowa Department of Transportation**



**City of Bettendorf, Iowa**



**River Bend Transit**

## The Disadvantaged Business Enterprise (DBE) Program

**The Disadvantaged Business Enterprise (DBE) Program is a U.S. Department of Transportation (USDOT) program that was established to ensure that firms owned by minorities, women and other socially and economically disadvantaged persons have an equal opportunity to participate in federally assisted projects.**

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.

Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

## The Disadvantaged Business Enterprise (DBE) Program

**The Disadvantaged Business Enterprise (DBE) Program is a U.S. Department of Transportation (USDOT) program that was established to ensure that firms owned by minorities, women and other socially and economically disadvantaged persons have an equal opportunity to participate in federally assisted projects.**

To be regarded as economically disadvantaged, an individual must have a personal net worth that does not exceed \$1.32 million.

To be seen as a small business, a firm must meet the Small Business Administration size criteria AND have average annual gross receipts not to exceed \$23.98 million.

Size limits for the airport concessions DBE program are higher.

## The Disadvantaged Business Enterprise (DBE) Program



- Managed through Office of Civil Rights
- Started in 1980
- Title VI of the Civil Rights Act of 1964
- Code of Federal Regulations – 49 Part 26

## The Disadvantaged Business Enterprise (DBE) Program

- Department of Civil Rights
- Federal Transit Administration
- Federal Aviation Administration
- Federal Highway Administration



## The City of Davenport / CitiBus



**DAVENPORT  
CITIBUS**

## The City of Davenport / CitiBus



- Operates 10 Routes
- 7-days a week
- Carries about 650,000 passenger trips per year
- Coordinate Closely with the City of Bettendorf and MetroLINK

## The City of Davenport / CitiBus DBE Plan



- Submitted on 9-5-2018
- Calculated Goal – 0.14%
- Accepted w/Comments – 9-17-18

The Plan Can be Found by Clicking  
the Link Below:

[\*CitiBus DBE Plan - 2018\*](#)

## The Advantage of Being A DBE

Cities (like Davenport) are interested in supporting small business

Many federal grants (such as the FTA) expect a percentage of the funding will support DBE's.

***Being a DBE provides a business opportunity for a small company who might not otherwise be able to compete!***

## The Advantage of Being A DBE



**Largest Provider of DBE Projects in the State of Iowa**

## The Advantage of Being A DBE



### Current Iowa DOT Requirements for DBE Participation

- 5.94% of all Federal Highway Administration (FHWA) contracts
- .15 % of all Federal Transit Administration (FTA) contracts

## The Advantage of Being A DBE



Once a DBE – Eligible for other Federal, State and Local Contract Opportunities Throughout the State !!!

## Becoming a DBE

So how do you become a DBE? Well, it isn't simple; and it will take time.

To participate in the DBE program, a small business owned/controlled by socially and economically disadvantaged individuals ***must*** receive DBE certification.

While the initial application is rather simple and straightforward, be aware that the entire process can be quite onerous. The process requires a lot of legwork and documentation.

## Becoming a DBE

For the State of Iowa, certification is achieved through the Iowa Uniform Certification Program (**UCP**).

The web address is:

<https://iowadot.gov/civilrights/disadvantaged-business-enterprise-program-dbe/dbe-program>

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**LATEST NEWS** | **WHAT IS DBE?**

**DBE GOAL SETTING MEETING IS THE FIRST TUESDAY OF EVERY MONTH AT 9 P.M. CENTRAL TIME IN THE FIRST FLOOR NORTH CONFERENCE ROOM IN THE ADMINISTRATION BUILDING.**  
This meeting establishes DBE goals for the following month's bidding.

For additional information call 515-239-1427 or e-mail questions to [dot.civilrights@iowadot.us](mailto:dot.civilrights@iowadot.us)

**2019, 2020 APPROVED DBE GOAL METHODOLOGY**  
[Review the full document](#)

The DBE Program, which has been developed under the Equal Employment Opportunity and Affirmative Action (EEO/AA) policies, is administered by the Office of Employee Services.

Authority for the department's DBE Program is derived from, but is not limited to:

- Title VI of the federal Civil Rights Act of 1964 and any amendments.
- Executive Order 11625 and any amendments.
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).
- 49 CFR Part 26 of the Federal Register and any amendments.

**DBE RESOURCES**

- [U.S. Department of Transportation DBE Program](#)
- [49 CFR Part 26](#)
- [Iowa DBE Program](#)
- [DBE Application Profile](#)
- [DBE Truck Information Form](#)

**FFY 2019**  
Annual DBE goal: 5.94%  
Year to Date: 5.80%

**DBE directory**  
[Recent changes \(last 30 days\)](#)  
[Track roster](#)

**DBE application**  
[DBE Uniform Certification Application](#)  
[DBE Uniform Certification Application - Spanish](#)  
[DBE Personal Net Worth Statement](#)  
[Out of state application instructions](#)

**Federal Fiscal Year 2016 DBE Accomplishments by Social Group**  
**FFY 2016**  
**FFY 2016-2019**

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's civil rights/ADA coordinator, Karen Kersaud in the Office of Employee Services, 806 Lincoln Way, Ames, IA 50010 or at 515-228-1921. TTY/VO: 515-228-1514

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## CIVIL RIGHTS

### DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

**LATEST NEWS** | **WHAT IS DBE?**

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**2018, 2020 APPROVED DBE GOALS**

[Review the full document](#)

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- [DBE Personal Net Worth Statement](#)
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**Federal Fiscal Year 2016 DBE Accomplishments by Social Group**

**FFY 2016**

**FFY 2016-2015**

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## Becoming a DBE

### When completing the form:

**SAVE** it to your desktop as you work on completing the entire application

**DO NOT** leave any blank answers, or it will kick back the application as unfinished, causing a delay

## Becoming a DBE

### There are four steps of the application process:

1. You must complete the UCP certification application and provide the required documents.
2. An audit of the documentation will be conducted to determine preliminary eligibility.
3. An on-site visit/review by a UCP Specialist will be performed to determine program compliance and eligibility.
4. Once eligibility is determined and all program requirements are met a certificate of participation will be issued.

## Becoming a DBE



### Need help?

The Iowa DOT can provide consultant resources to help potential DBE's navigate the certification process. Contact:

Danny Wagener  
Iowa Department of Transportation  
515.239.1422

[Danny.wagener@iowadot.us](mailto:Danny.wagener@iowadot.us)

## Becoming a DBE



### Need help?

In addition to providing consulting assistance, the Iowa DOT also holds an annual DBE workshop attended by certified DBE's, DOT staff, and other stakeholders.

The workshop provides a great networking opportunity with peer DBE's and with DOT and transit staff to learn about upcoming contracting opportunities.

## The Iowa DOT DBE Directory

The Iowa DOT DBE directory lists each firm's name, address, phone number, fax number, e-mail, website, and the type of work it has been certified to perform (based on the North American Industry Classification System (or NAICS)).

The NAICS has a unique code for every job type. For example, if you want to mine for gold you would receive Code 212221 and you would be joining 325 marketable businesses doing the same type of work.

## The Iowa DOT DBE Directory

Businesses often have multiple NAICS codes assigned.

The directory is in real time with additions, removals, and changes in information being made as they are approved.

**IMPORTANT!!!** Inclusion in the Iowa DOT DBE directory does not constitute an endorsement of the firms listed. It is simply a list of all DBE's in the state.

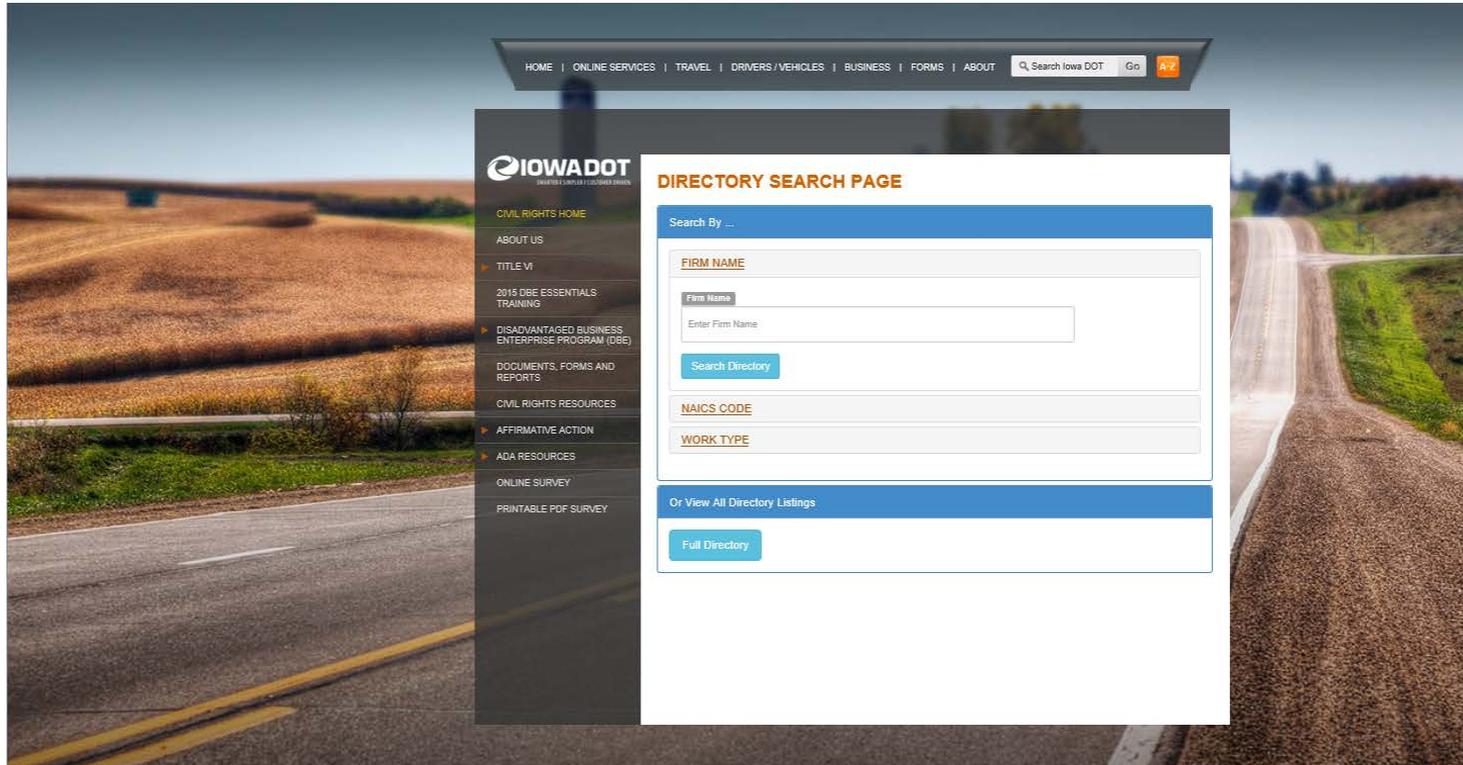
## The NAICS Codes



Info on NAICS codes can be found on the NAICS Association website <https://www.census.gov/eos/www/naics/>.

You can also access the Iowa DOT DBE directly through <https://secure.iowadot.gov/DBE/Directory>.

Both sites can be accessed through a link on the City of Davenport web-site.



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### DIRECTORY SEARCH PAGE

Search By ...

**FIRM NAME**

**NAICS CODE**

NAICS Code  
541620 - Environmental Consulting Services

Search Directory

**WORK TYPE**

Or View All Directory Listings

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### RESULTS (NAICS CODE) - ENVIRONMENTAL CONSULTING SERVICES

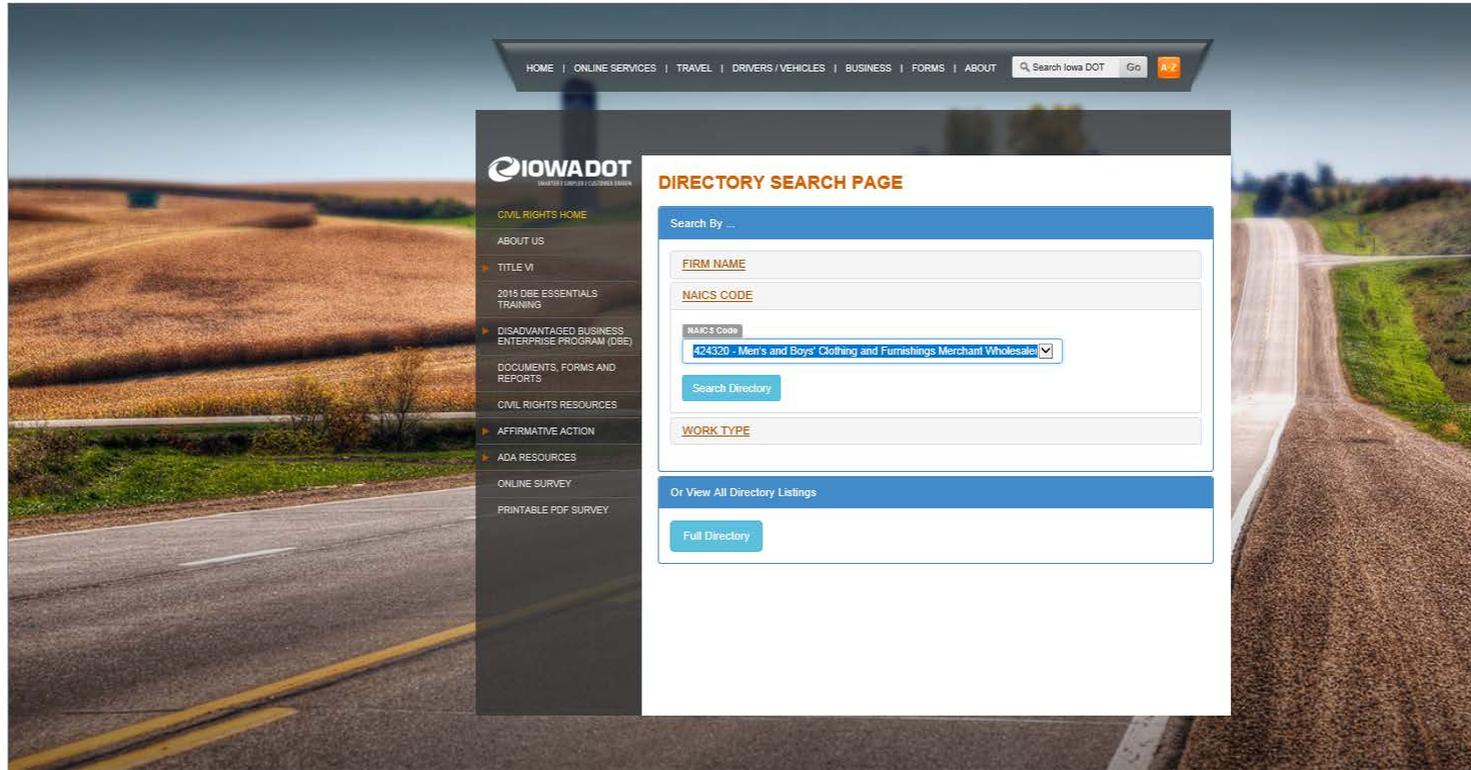
<a href="#">Business</a>	Contact	City	State
<a href="#">Anderson Environmental Co.</a>	Jennifer L. Anderson	Rockford	IL
<a href="#">EnviroNet, Inc.</a>	Molly (Mary E. Arp) Newell	Davenport	IA
<a href="#">Environmental Planning Strategies, Inc.</a>	Judith Lee	Davenport	IA
<a href="#">Global Public Intelligence, LLC</a>	Clifford Davy	Altamonte Springs	FL
<a href="#">Hq Consult, Inc.</a>	Earl J. Harrison, Jr.	Kansas City	MO
<a href="#">Kaskaskia Engineering Group, LLC</a>	Gerri E. Boyer	Belleville	IL
<a href="#">KB Environmental Sciences, Inc.</a>	L. Carrol Fowler	St. Petersburg	FL
<a href="#">KL Engineering, Inc.</a>	Kim M. Lobdell	Madison	WI
<a href="#">Quercus Consulting, Inc.</a>	Grace Rink	Chicago	IL
<a href="#">Quigg Engineering Inc.</a>	Lori L. Quigg	Springfield	IL
<a href="#">R.M. Chin and Associates, Inc.</a>	Eileen Chin	Chicago	IL
<a href="#">Sambatek, Inc.</a>	Sirish Samba	Minnetonka	MN
<a href="#">Standard Contracting, Inc.</a>	Rebecca Seidenkranz	Hampton	MN
<a href="#">Tallgrass Archaeology LLC</a>	Leah Rogers	Iowa City	IA
The 106 Group Ltd.	K. Anne Ketz	St. Paul	MN

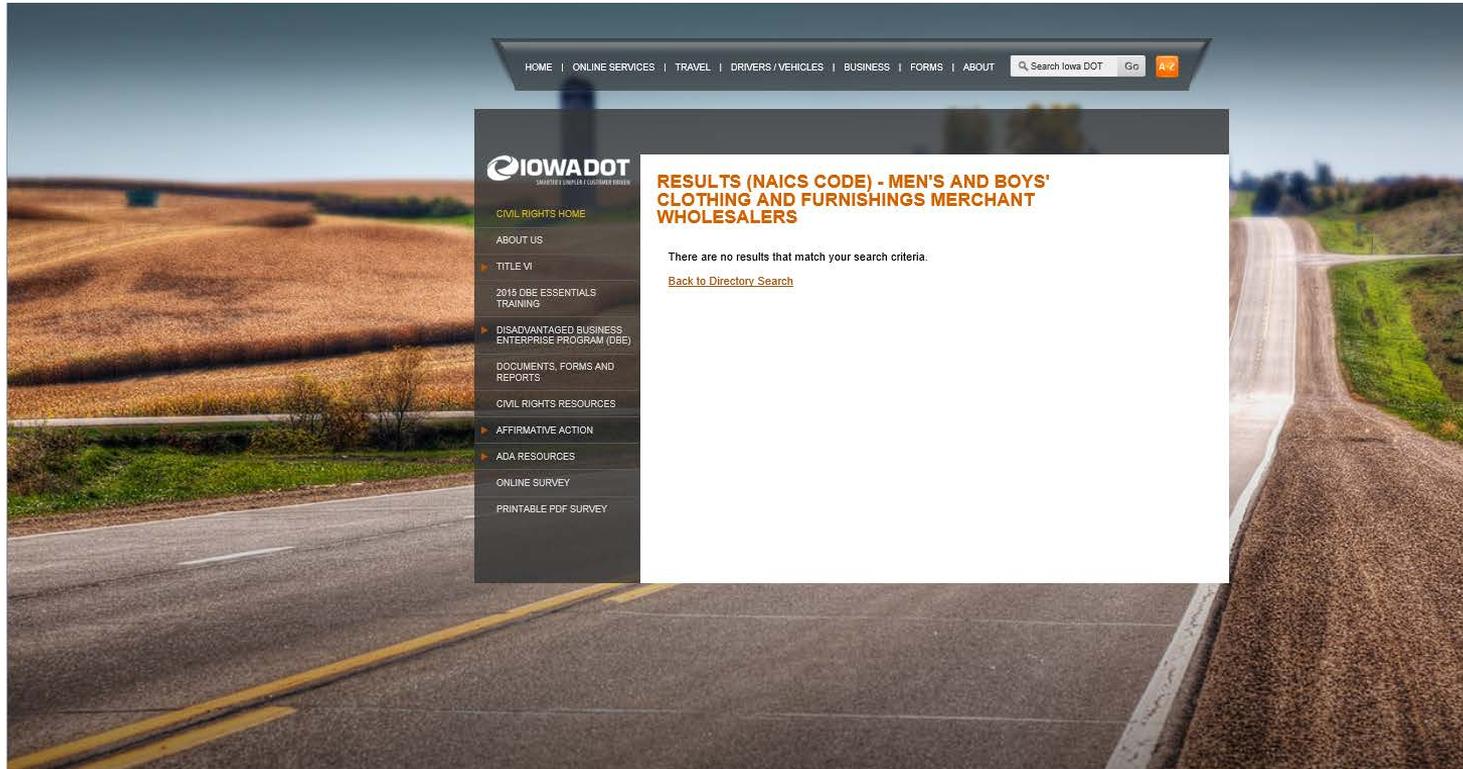
## The NAICS Codes

The predominance of DBE's in the State of Iowa are related to construction including, but not limited to, roads, bridges, etc. There are, however, other opportunities.

For example, CitiBus drivers, as do most of the transit drivers throughout the State of Iowa, wear uniforms. There are two codes for such uniforms: 424320 and 424330. One is for men's and children's and the other is for women's and children.

For anyone who sells uniforms to both, both NAICS codes are applicable.





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### DIRECTORY SEARCH PAGE

Search By ...

**FIRM NAME**

**NAICS CODE**

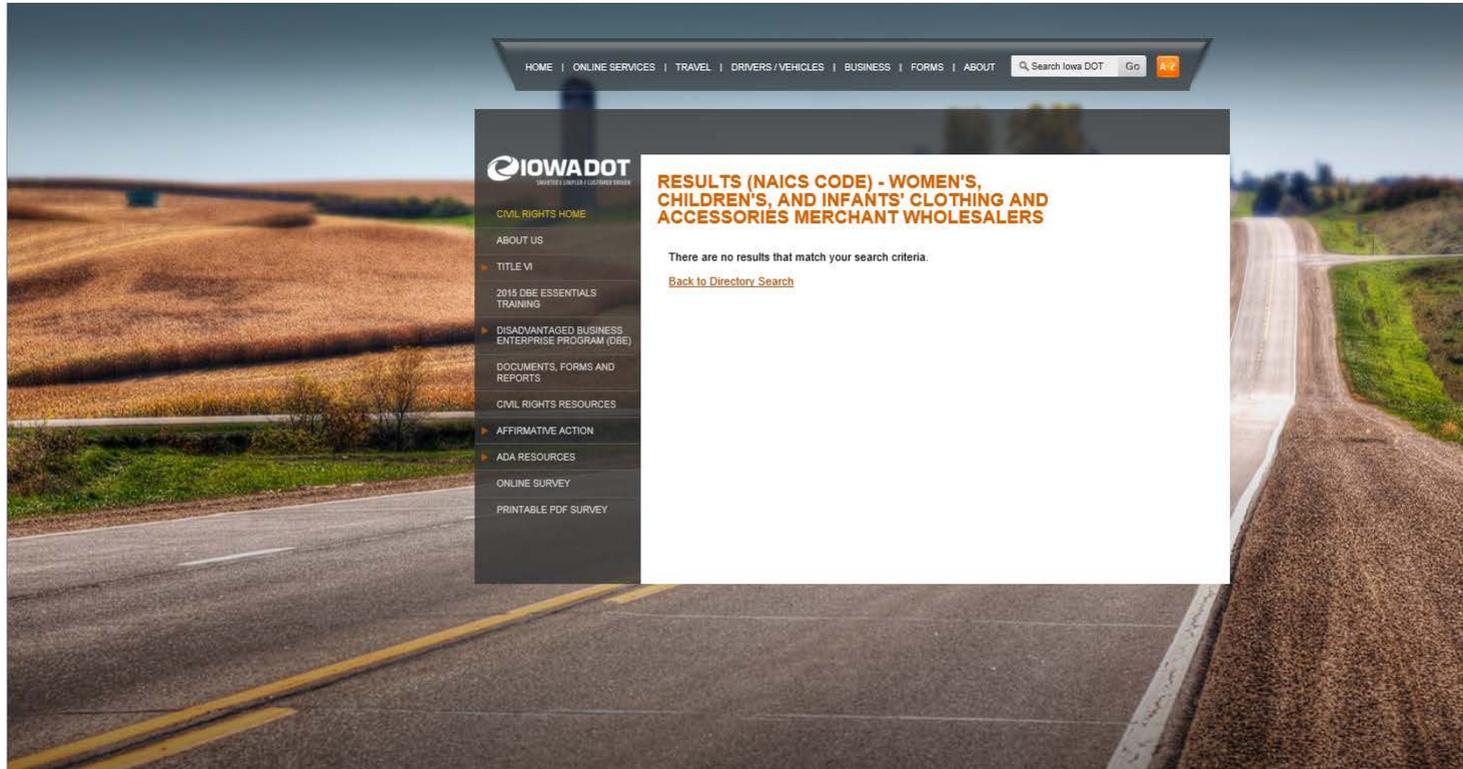
NAICS Code  
424320 - Men's and Boys' Clothing and Furnishings Merchant Wholesale

Search Directory

**WORK TYPE**

Or View All Directory Listings

Full Directory



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### DIRECTORY SEARCH PAGE

Search By ...

**FIRM NAME**

**NAICS CODE**

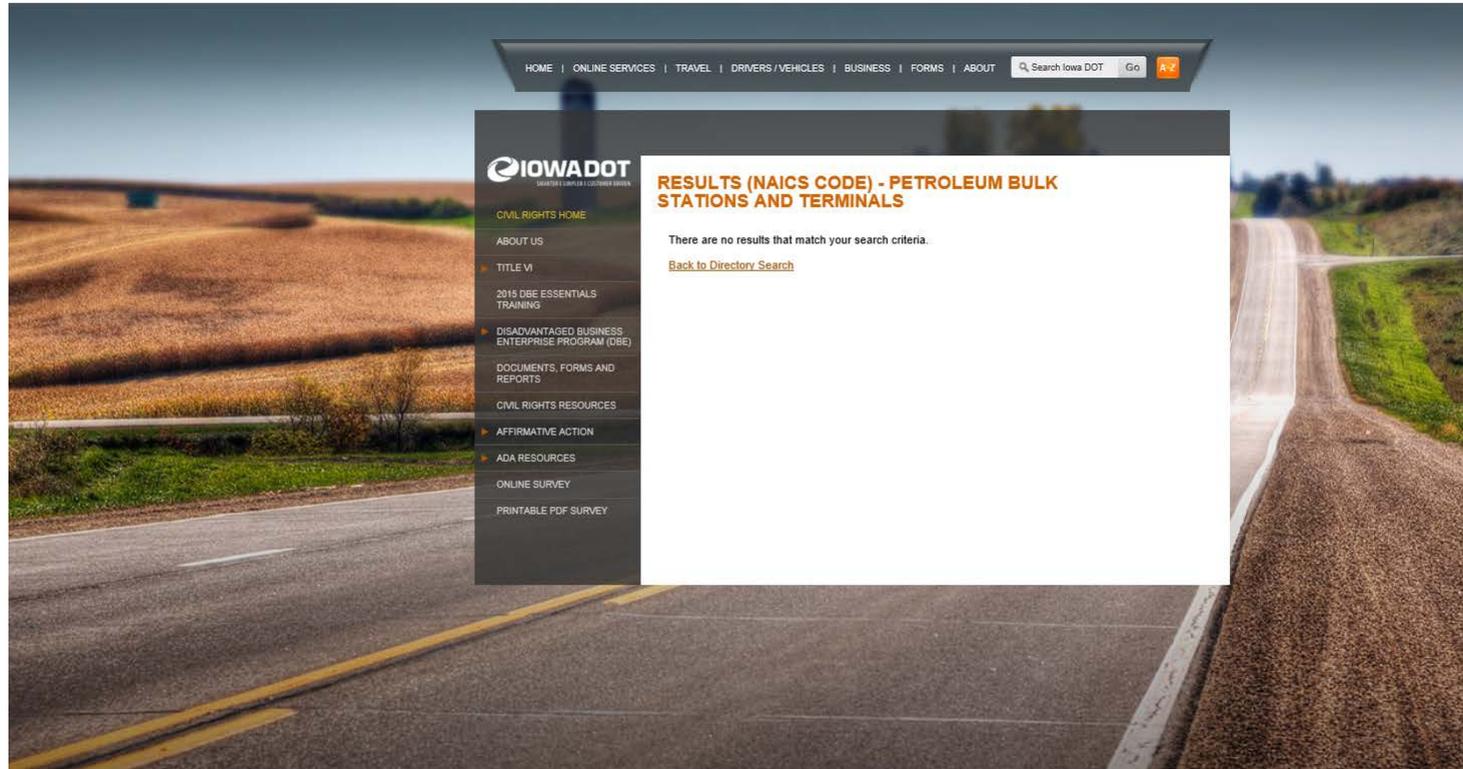
NAICS Code  
424710 - Petroleum Bulk Stations and Terminals

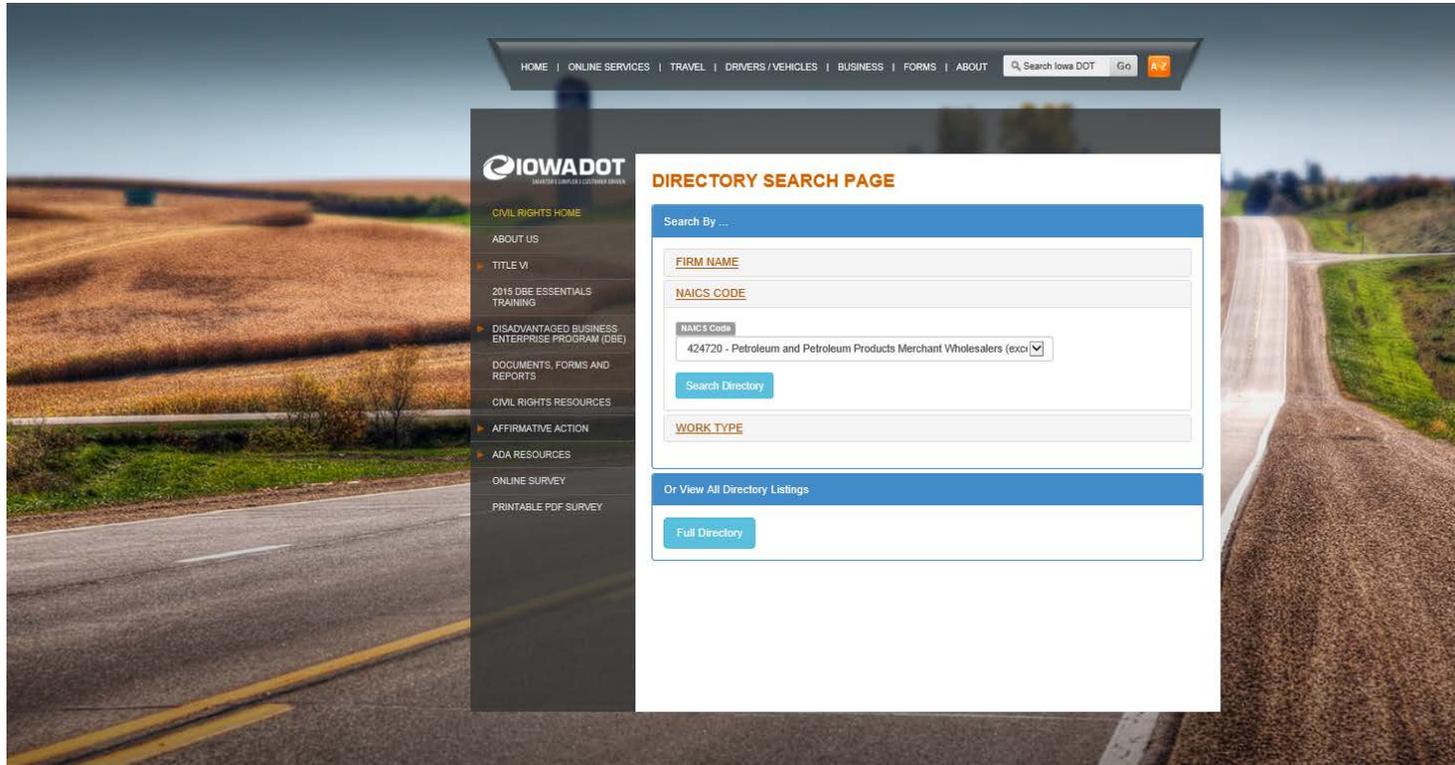
[Search Directory](#)

**WORK TYPE**

[Or View All Directory Listings](#)

[Full Directory](#)





The screenshot shows the Iowa DOT website interface. At the top, there is a navigation bar with links for HOME, ONLINE SERVICES, TRAVEL, DRIVERS/VEHICLES, BUSINESS, FORMS, and ABOUT. A search bar contains the text "Search Iowa DOT" and a "Go" button. Below the navigation bar is a sidebar menu with the following items: CIVIL RIGHTS HOME, ABOUT US, TITLE VI, 2015 DBE ESSENTIALS TRAINING, DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (DBE), DOCUMENTS, FORMS AND REPORTS, CIVIL RIGHTS RESOURCES, AFFIRMATIVE ACTION, ADA RESOURCES, ONLINE SURVEY, and PRINTABLE PDF SURVEY. The main content area displays the search results for "RESULTS (NAICS CODE) - PETROLEUM AND PETROLEUM PRODUCTS MERCHANT WHOLESALERS (EXCEPT BULK STATIONS AND TERMINALS)". The results table has columns for Business, Contact, City, and State. One result is shown: American Construction Supplies, Inc., Melissa Thiel, Osceola, WI. There are also links for "Back to Directory Search" and "Preview" buttons.

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**RESULTS (NAICS CODE) - PETROLEUM AND PETROLEUM PRODUCTS MERCHANT WHOLESALERS (EXCEPT BULK STATIONS AND TERMINALS)**

Business	Contact	City	State
<a href="#">American Construction Supplies, Inc.</a>	Melissa Thiel	Osceola	WI

[Back to Directory Search](#)

## The DBE Delimma!

The City of Davenport, and all transit systems in Iowa, are faced with the following:

There are no DBE's to purchase uniforms from and there are no DBE's to purchase fuel from.

Besides parts for vehicles, the majority which come from the original vehicle manufacturer, these are the two largest opportunities for DBE participation from CitiBus and most other transit operations.

This is why the Iowa DOT transit and the CitiBus goals are so low!

## The NAICS Codes

To determine location of all DBE's in Iowa and/or in other states

By following the path:

[https://www.google.com/maps/d/viewer?mid=16FVtg4\\_yWiCEAyzUynPpusdp5qfRfCYr&ll=37.41429680894577%2C-96.73142929999997&z=4](https://www.google.com/maps/d/viewer?mid=16FVtg4_yWiCEAyzUynPpusdp5qfRfCYr&ll=37.41429680894577%2C-96.73142929999997&z=4)

# Davenport, Iowa

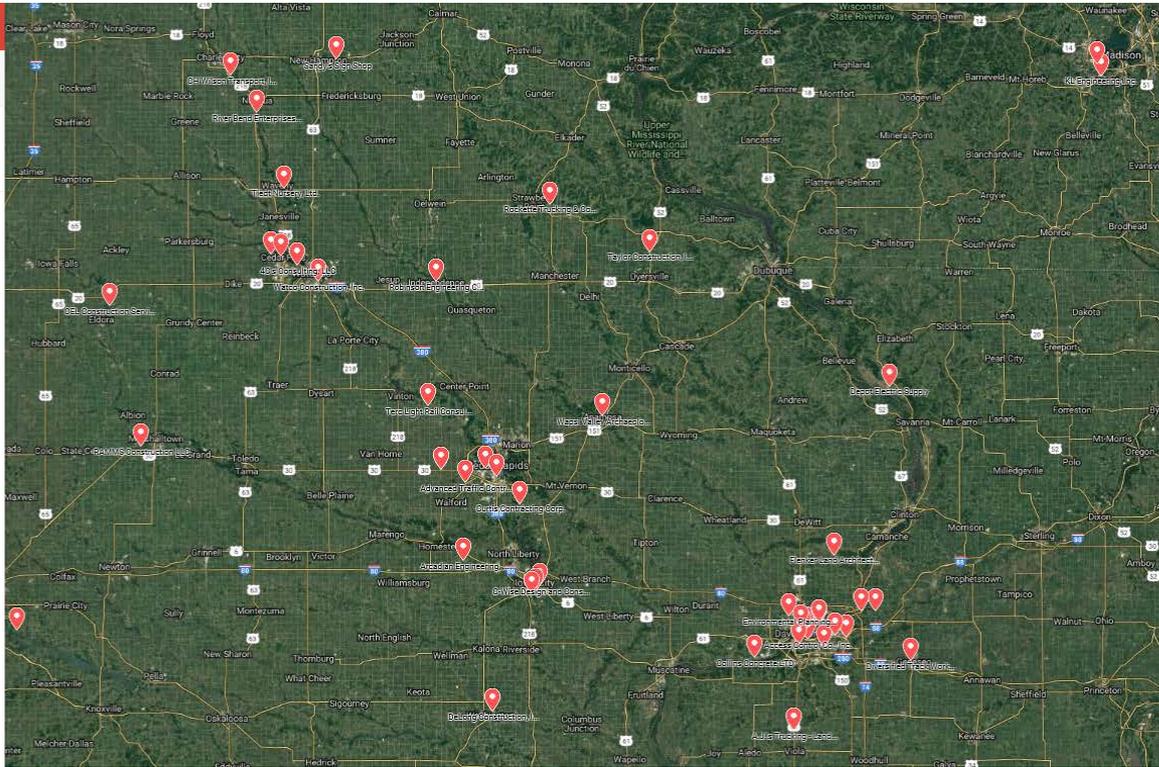
☰ Iowa DOT DBE Contract... 🔍

43 views

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☑️ DBE DirectoryListing 022019.xls

▼ 📍 All items



## ← Environmental Planning St... →

Name  
Environmental Planning Strategies, Inc.

Address  
4621 Kelling Street

City  
Davenport

State  
IA

Zip  
52806

Phone  
563-332-6870

Phone2  
563-501-4997

Fax  
563-332-0931

Owner  
Judith Lee

Work Type  
Environmental Planning Consulting Services, such as:  
National Environmental Policy Act Consulting, Training,  
Public Involvement, Communication, Public Relations,  
Transportation Planning, Environmental Document  
Review – including Feasibility Studies, such as:  
Incorporation of Crosscutting Laws, Environmental  
Conflict Resolution, CWA, AFD, NEPA, ESA, and  
SAFETEA – LU Regulations.

Date Certified  
4/14/2010 12:00:00 AM

Is Certified  
True

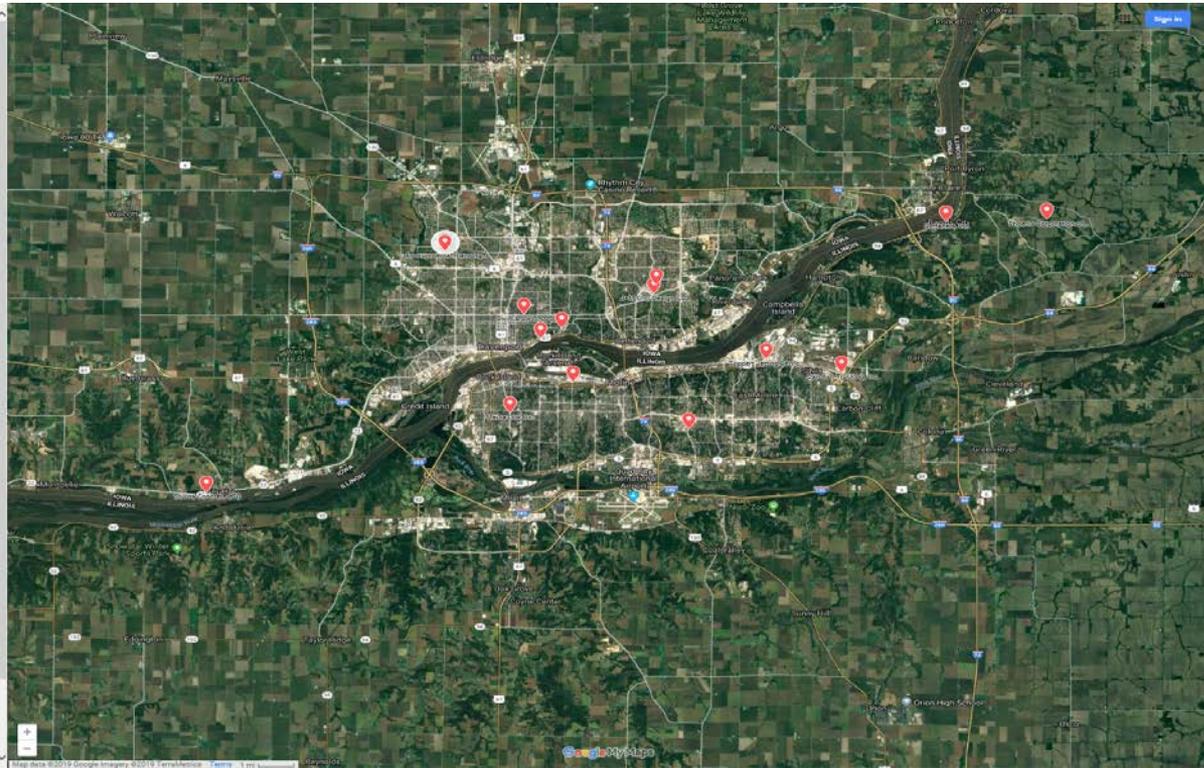
ISBA\_54 Certified  
False

Web Site  
[www.jee-eps.com](http://www.jee-eps.com)

ACSB  
False

NAEP Code  
541620

E-Mail  
[jlee@jmschul.com](mailto:jlee@jmschul.com)



## Transit DBE Opportunities

For systems like CitiBus that provide public transit and receive federal funding from the FTA there are generally a number of opportunities, as follows:

Fuel  
Printing  
Uniforms  
Security Services  
Cleaning Services  
Cleaning Supplies  
Business Supplies  
Management Services  
Transportation Services  
Consumable Parts (for buses)

## Transit DBE Opportunities

It is important to understand that not all of these opportunities are available at the same time; or even yearly.

For example, the City of Davenport just completed an RFP for paratransit services one-year ago and this will be a five-year award.

Other opportunities, such as fuel and printing, could be available on a yearly basis.

## Transit DBE Opportunities

### Special Project Opportunities

Fareboxes

Bus Shelters

Bus Rehabilitation

Audio Recording Equipment

Video Recording Equipment

Automatic Vehicle Locator System

## Transit DBE Opportunities

Outside of the transit related activities, DBE's participate in a range of activities; from consulting to construction and from parking services to taxi services.

By checking the Iowa DOT DBE directory you can better understand where you might best compete in the DBE landscape.

Always remember your location compared to the "other company." There may be five DBE's providing "X" but if four are located in Florida, you might have only one real competitor.

## Transit DBE Opportunities

Incidentally, it is important to understand that being a DBE does not guarantee selection in a competitive process. Therefore, anyone participating as a DBE must recognize that to be competitive, they must be cost competitive.

## Transit DBE Opportunities

“Request to Bid” - with this type of opportunity the responsible and responsive company with the low bid will be awarded the contract.

“Request for Proposals” - with this type of opportunity an award might be made to an organization that is not the lowest bid based on other criteria.

**Cost is always a major component of the selection process.**

## Transit DBE Opportunities

Finally, the City of Davenport annually participates in a small business and DBE workshop in conjunction with Iowa State University Extension Office.

The next workshop will be held on October 9, 2019. The location will be determined.

Be sure to check the City of Davenport website for more details.

<http://www.cityofdavenportiowa.com/>

## The Path to Becoming a DBE

We hope that those who can will take advantage of the DBE program. While the effort to become a DBE may be time consuming, the benefits are clear; an opportunity to participate in government funded projects that might otherwise be difficult to compete in.

And for the “one-stop shoppers” a slide with all relevant links!

## The Path to Becoming a DBE – Key Links

City of Davenport: <http://www.cityofdavenportiowa.com/>

NACIS Codes: <https://www.census.gov/eos/www/naics/>

Iowa DOT Contact: Danny Wagener: [danny.wagener@iowadot.us](mailto:danny.wagener@iowadot.us)

City of Davenport (Purchasing) – Kristi Keller: [klk@ci.davenport.ia.us](mailto:klk@ci.davenport.ia.us)

Department of Transportation/Departmental Office of Civil Rights: 202-366-4648

DBE Legislation -CFR 49 Part 26: <http://www.ct.gov/dot/lib/dot/documents/ddbe/fedregs.pdf>

# The Path to Becoming a DBF

July 2019

**Thank You**