



FTA Diverse Business Enterprise (DBE) Program

Overview

The Federal Department of Transportation (DOT) DBE regulations (49 Code of Federal Regulations Parts 23 and 26) require state and local transportation agencies that receive DOT financial assistance, to establish goals for the participation of DBEs. Each DOT-assisted state and local transportation agency is required to establish annual DBE goals, and review the scopes of anticipated large prime contracts throughout the year and establish contract-specific DBE subcontracting goals.

In order for small disadvantaged firms to participate in the DOT-assisted contracts of state and local transportation agencies they must apply for and receive certification as a DBE. To be certified as a DBE, a firm must be a small business owned and controlled by socially and economically disadvantaged individuals. Recipients get information about firms through on-site visits, personal interviews, reviews of licenses, stock ownership, equipment, bonding capacity, work completed, resume of principal owners, financial capacity, and type of work preferred.

What is a Diverse Business Enterprise (DBE)?

A DBE is a for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest, and also control management and daily business operations. DBE's consist of the following ownership arrangements: Minority-owned or woman-owned business or service-disabled veteran-owned or veteran-owned small business that has been certified and pre-qualified by the Pennsylvania Uniform Certification Program (PA UCP).

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 SBA size criteria and have an average annual gross receipts not to exceed \$22.41 million.

How does my business become certified?

LCTA does not certify DBE firms on its own. Rather, LCTA relies on the Pennsylvania Unified Certification Program (PA UCP) to certify DBE applicants in accordance with 49 CFR Part 26. The PA UCP allows applicants for the DBE program to apply only once for a DB certification that will be honored by all recipients in the Commonwealth of Pennsylvania. The cost to gain certification is free of charge.

Applicants may submit an application and supporting documents to the PA UCP. The PA UCP then certifies the firm or rejects the application. Upon certification, firms are listed in the PA UCP Directory. On an annual basis, the PA UCP releases a DBE directory of certified firms, and updates it throughout the year to include newly certified or decertified entities.

Prospective DBEs seeking certification can submit an application and supporting documentation to PennDOT at:

Pennsylvania Department of Transportation
UCP Certification
P.O. Box 3251
Harrisburg, PA 17105-3251

Phone: 717-787-5891
Fax: 717-772-4026
Email: penndotucpinfo@pa.gov
Web: <https://www.paucp.com>

Diverse Business Supportive Services

The Pennsylvania Department of Transportation has established a comprehensive and effective Diverse Business Supportive Services (DB/SS) Program. The DB/SS is intended to provide training, assistance, and services to DBE firms certified in the DBE program to facilitate their development into viable self-sufficient organizations capable of competing for, and performing on state funded highway projects. The DB/SS program will be designed to contribute to the growth and eventual self-sufficiency of certified DBE firms by providing assistance in the acquisition of skills and the identification of resources so that the firms can ultimately compete on an equal basis for contracts and subcontracts without the assistance of the DBE program. Most importantly, all services are offered free-of-charge to diverse businesses. For more information about DB Supportive Services please visit their website at www.padbssc.com.

Where can I find LCTA contracting opportunities?

All active LCTA contracting announcements, including RFP's and ITB, will be posted online at the LCTA website, www.lctabus.com. Print contracting announcements will appear in both the Citizens' Voice and Times Leader newspapers.

Roles and Responsibilities of State and Local Transportation Agencies

As recipients of DOT financial assistance, state and local transportation agencies are responsible to:

- Certify the eligibility of DBE firms to participate in their DOT-assisted contracts;
- Establish narrowly-tailored goals for the participation of disadvantaged entrepreneurs; and
- Evaluate their DOT-assisted contracts throughout the year and establish contract-specific DBE subcontracting goals as necessary to achieve the overall goal of the agency.

Roles and Responsibilities of U.S. DOT Federal Transit Administration (FTA)

The Department is responsible for:

- Developing the rules and regulations for the national DBE program;
- Providing guidance and conducting oversight to make sure that these rules and regulations are followed by the recipients of DOT funds; and
- Considering appeals from state/local certification decisions.

Outreach Events

LCTA will host an annual outreach event at its administrative offices in the fall of each fiscal year. The outreach event is designed to educate vendors on the LCTA procurement process, how to respond to an RFP, vendor expectations and regulatory requirements, and to provide information on PA UCP certification.

Where can I find more information about the FTA DBE Program?

Program Contacts:

Luzerne County Transportation Authority
Attn: Frank Knorek, Compliance Analyst/DBELO
315 Northampton Street
Kingston, PA 18704.

Phone: 570-288-9356
Email: Fknorek@lctabus.com
Web: www.lctabus.com

Federal Transit Administration
Region 3 - Philadelphia Metropolitan Office
Office of Civil Rights
1760 Market Street
Suite 500
Philadelphia, PA 19103-4124
United States

Phone: 215-656-7100
Fax: 215-656-7260
Business Hours: 9:00am-5:00pm ET, M-F

Cheyney University of Pennsylvania
DBE Supportive Service Center
1837 University Circle
PO Box 200
Cheney PA 19319-0200

Toll Free: 877-736-6323
Fax: 610-399-2118
Email: penndbe@cheyney.edu

Pennsylvania Department of Transportation
Bureau of Equal Opportunity
Attn: Mr. Dwan Lee, DBE Program Administrator
400 North Street, Keystone Bldg., 5 West
Harrisburg, PA 17120

Phone: 800-468-4201 or 717-395-9199
Email: dwlee@pa.gov