

THE ABC'S OF DBE AND ACDBE CERTIFICATION

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WELCOME

The Department of Procurement Services is committed to Communications and Outreach, which is key to keeping citizens informed of bid opportunities, new programs, and innovations.

Also, ensure that you download a copy of our most recent **Consolidated Buying Plan**. This is a 15-month forecast including hundreds of upcoming opportunities for 12 city agencies.

We encourage you to visit our website, www.chicago.gov/DPS and click on the letter icon, and sign-up for our **Email Newsletter: DPS Alerts** full of news that you can use.

Follow us on **social media** to stay informed:

Facebook: www.facebook.com/ChicagoDPS

Twitter: www.twitter.com/ChicagoDPS

LinkedIn: www.linkedin.com/company/chicagodps

Youtube: www.YouTube.com/ChicagoDPS

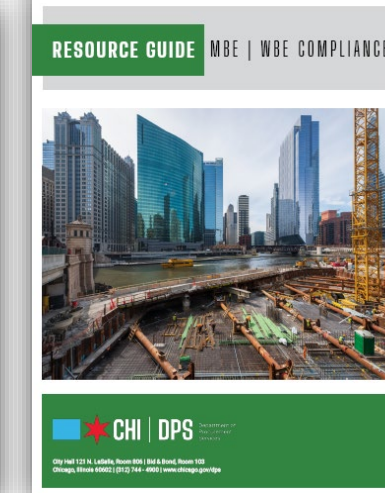
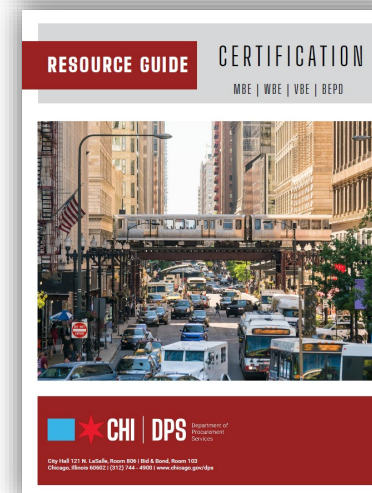
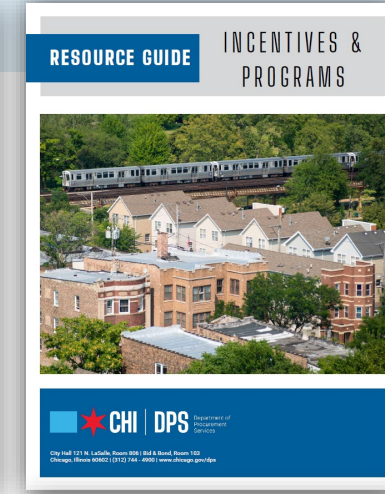
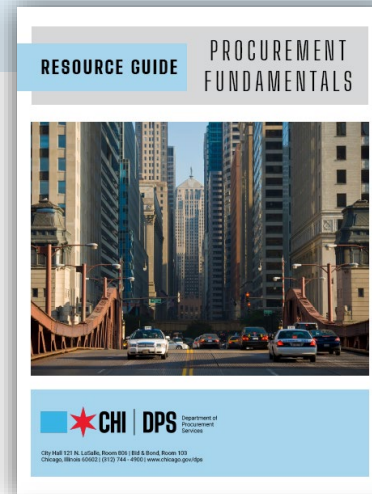
RESOURCE GUIDES

DPS has published a four-volume set of Resource Guides, expanding on the guiding principle of transparency.

The Resource Guides were divided into key areas of the procurement process:

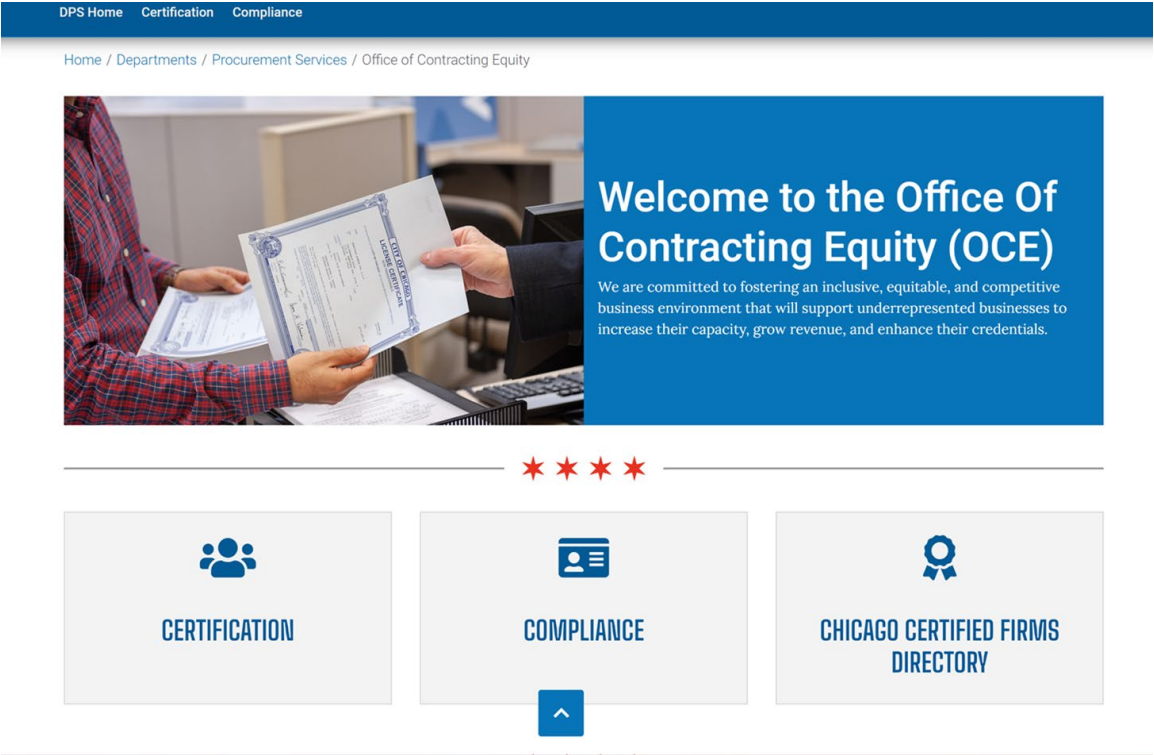
- Contract Administration
- Incentives and Programs
- Certification
- Compliance

Download now at www.chicago.gov/dpsguides



Office of Contracting Equity

- DPS has a new contracting equity website to assist vendors in the search for information regarding certification, compliance and more.
- The webpage highlights key areas of the procurement process:
 - Certification Overview
 - Compliance Information
 - Chicago Certified Firms Directory
 - Core Workshop Offerings
- Visit this webpage at [City of Chicago :: Office of Contracting Equity](#)





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A scenic view of the Chicago skyline across a body of water, with a red pedestrian bridge in the foreground. The sky is clear and blue, and the water reflects the buildings and the bridge. A semi-transparent white box is overlaid on the left side of the image, containing text.

DEPARTMENT OVERVIEW

DPS IS THE CONTRACTING AUTHORITY FOR THE PROCUREMENT OF GOODS AND SERVICES FOR THE CITY OF CHICAGO. WE WORK TOGETHER AS A TEAM AND WITH OUR CUSTOMERS TO GUARANTEE AN OPEN, FAIR, AND TIMELY PROCESS BY ESTABLISHING, COMMUNICATING, AND ENFORCING SUPERIOR BUSINESS PRACTICES.

OUR GOALS AT A GLANCE

- Benefits of Certification
- Who Qualifies for Certification
- Certification Requirements
- The Application Process
- Required Information/Documents
- After Applications are Submitted

- Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) Program
- DBE/ ACDBE Program Requirements
- DBE/ACDBE Certification Process
- DBE/ ACDBE Application
- The benefits of becoming DBE/ACDBE certified with the City Of Chicago
- What happens once you are certified

Today's Agenda : Understanding of the DBE and ACDBE Programs/ Certification



Certification Requirements

The City of Chicago is a federal grant recipient subject to the U.S. Department of Transportation (DOT) and Federal Aviation Administration's (FAA) DBE/ACDBE requirements under 49 CFR Parts 26 and 23.

The objectives of the DBE/ACDBE program are to:

Ensure nondiscrimination in the award and administration of DOT/FHWA/FTA/FAA assisted contracts in the Department's highway, transit, airport financial assistance programs, and Airport concessionaire programs

To create a level playing field on which eligible businesses can compete fairly for DOT-assisted contract opportunities.

The DBE/ACDBE program provides guidance for the participation of DBE/ACDBE firms in federally funded contracts opportunities.

Requirements

Requirements

Social & Economic Disadvantage

49 CFR Parts 26 and 23 states - a business must be:

- A for-profit, small business which is at least 51 percent owned by one or more socially and economically disadvantaged persons, and
- Whose management and operations are controlled by one or more of the socially and economically disadvantaged owners.
- Airport concessions can include businesses that provides management consultation, goods, supplies and advertising services to concessions operating at an Airport.

Groups defined by 49 CFR Part 26 as disadvantaged:

- Black Americans,
- Hispanic Americans,
- Native Americans,
- Subcontinent Asian Americans,
- Asian-Pacific Americans,
- Women, and
- Other individuals who can individually prove social and economic disadvantage.

Requirements

Defined by Group

Requirements

Economic Disadvantage

Personal Net Worth Standard

- The qualifying owner's personal net worth cannot exceed \$1.32 million (after adjustments) for DBE and/or ACDBE eligibility

Business Size Standards

- DBE - The firm's five-year average annual gross receipts must not exceed the SBA size limit for the firm's primary line of business or the three-year average maximum of \$30.4 million for FHWA/FTA assisted contracts. FAA assisted contracts must not exceed the SBA size limit for the firm's primary line of business.

Ref: <https://www.sba.gov/document/support--table-size-standards>

- ACDBE – Three-year average annual gross receipts must not exceed \$56.42 million for most firms, with the following exceptions:
 - \$75.23 million for car rentals
 - \$1 billion in assets for banks
 - 1,500 employees for pay phone companies
 - 350 employees for automobile dealers

Requirements

Business Size Standards

The Application Process

The following steps must be completed before your firm¹⁵ can be considered a certified DBE/ACDBE with City of Chicago

- Submit DBE/ACDBE application online to:
<https://chicago.mwdbe.com>
- Attach copies of all supporting documentation relating to the firm and individual associated with the firm to the online application (hard copy documents are no longer accepted).
- On-site interview/visit process

You will need the following documents in order to fill out the DBE/ACDBE application:

- Evidence of citizenship, or legal residency
- Proof of contribution(s) by owner(s)
- Business Documents for the specific type of firm
 - ✓ Sole Proprietor – copies of Assumed Name Certificate
 - ✓ Partnership – copies of partnership agreement and the assumed name certificate
 - ✓ Limited Liability Company – copies of the original and amended administrative agreements and the assumed name certificate
 - ✓ Corporation – copies of Articles of Incorporation and Bylaws

Getting Started

Getting Started

Additional documents you will need for the DBE/ACDBE application:

- Copies of W-2 or 1099 form(s) for the current, and previous two (2) years for owners
- Five (5) years of signed U.S. Federal Corporate Income Tax Returns, including all attachments and schedules
- Five (5) years of Signed U.S. Individual Income Tax Returns, including all attachments and schedules
- Financial Statements, including Balance Sheet (Assets and Liabilities), and Income & Expense Statement

The federal regulations [49 CFR 26.83(c)(1)] require the performance of an onsite visit to the offices of the firm seeking DBE/ACDBE certification. The site visit report of an applicant by any other US DOT federal fund recipient may be relied upon to meet this requirement.

Note: Depending on the circumstances, a firm may or may not be notified when an on-site visit/interview will be conducted.

Onsite Review/ Interview

Factors

Approval / Denial of Application

- Ownership
- Disadvantaged
- Business Size Determination
- Personal Net Worth
- Independence
- Control
- Burden of Proof Allocation

- No-Change Affidavit (“NCA”) - There is no expiration of certification as a DBE and/or ACDBE, however certified firms are required to affirm on an annual basis that there have been no changes that would impact the firm's eligibility for certification.
- Material changes involving ownership, Business Size, owner’s personal net worth, etc., should be reported to the City of Chicago within 30 days of occurrence.
- Annual NCA’s and Material changes can be reported online at <https://Chicago.mwdbe.com>

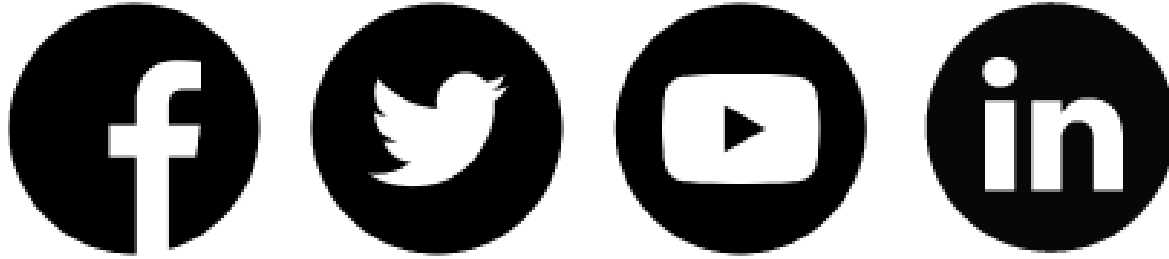
Maintaining Certification

Benefits of Becoming DBE/ACDBE Certified

- No application fee.
- Certification as a DBE and/or ACDBE provides opportunities for participation in US DOT and FAA federally-funded contracts with the City of Chicago, Illinois Department of Transportation, Chicago Transit Authority, Metra, and Pace.
- We have a relationship with a number of agencies that can provide assistance to DBE firms. These "Assist Agencies" provides a variety of services to small businesses.
- The City of Chicago's DBE/ACDBE Program demonstrates the City's continued commitment to the success of minority/and women-owned businesses.

- We provide “One Stop Certification” as a DBE/ACDBE. Your certification is accepted by IDOT, Metra, Pace, and Chicago Transit Authority.
- You can sign up for DPS and DOA Alerts for contracting opportunities with the City of Chicago.
- All City of Chicago Sister Agencies’ contracting opportunities can be found online.
- We provide a list of agencies that provide assistance to DBE firms. Assist Agencies provide services to assist in business development.

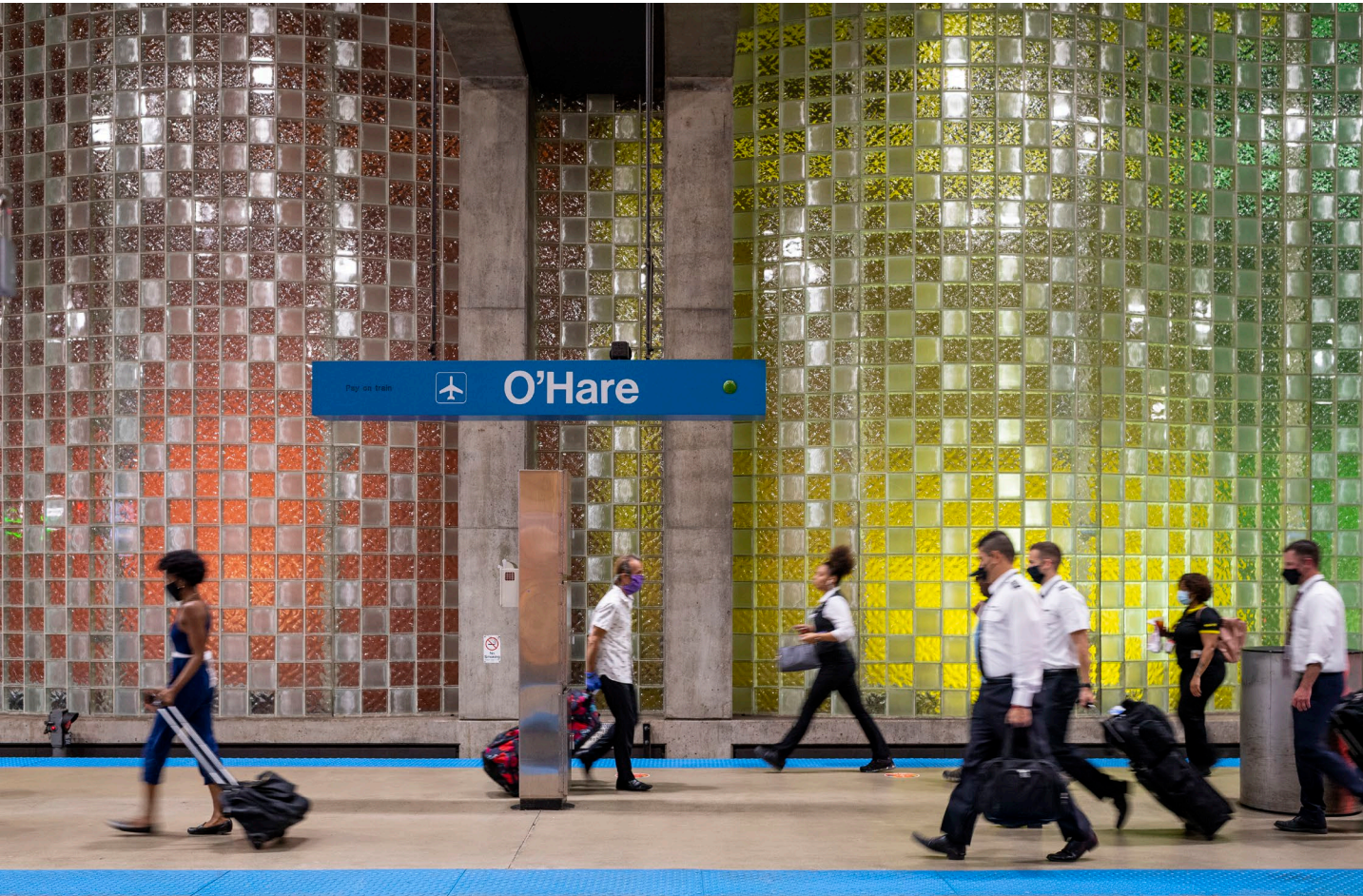
**Once You Are
Certified**



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Did you find this workshop helpful? Share it on social media using **#DPSWorkshops** and spread the word to help the City business community learn about the programs and initiatives available at the City of Chicago.

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QUESTIONS?