

► and subcontractors and others in achieving their subcontracting goals or targets. It is also a resource for other governmental agencies that accept or require DBE certification. It can be reached through the www.dtop.gov.pr or you may call Civil Rights Office of PRHTA at (787) 729-1562.

Why would I want to be certified?

Certification is a way for your business to participate in the PRHTA-Department of Transportation's DBE Program. Certification gives groups that have been historically under-represented in the construction contracting industry a chance to work on DOT federally funded highway/transportation projects.

How do I get an application to be certified as a DBE?

Application is available through the DTPW Web page, access the PRHTA index, and go to DBE Program where you can have access the form and to the Directory. (www.dtop.gov.pr)

Who do I contact?

Puerto Rico-Highway and Transportation Authority (PRHTA)- Civil Rights Office

Phones: (787) 721-8787 Extensions 1741/1740, or E-mail:

ypacheco@dtop.pr.gov
adelmoral@dtop.pr.gov

External Resources Office -Metropolitan Bus Authority (AMA)

Phone: (787) 294-0500 extension 297
E-mail: ayrosario@ama.gobierno.pr

Federal Federal Office (PRPA)

Phone: (787)729-8715 extension 2269
E-mail: LRtorres@prpa.pr.gov



DEPARTMENT OF
TRANSPORTATION AND PUBLIC
WORKS

PUERTO RICO
HIGHWAY AND
TRANSPORTATION
AUTHORITY

CIVIL RIGHTS OFFICE

*No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.**

DBE PROGRAM

Supportive Services Program

For more information contact
Our Office at:

787) 721-2621 FAX
787 721-8787 EXTENSIONS: 1741/1740

E-MAIL: ypacheco@dtop.pr.gov
adelmoral@dtop.pr.gov

The purpose of Disadvantaged Business Enterprise (DBE) Program is to assist potential contractors in their efforts to identify and utilize DBEs that are participating in the Department's DBE Program. Certified firms are used to meet goals on federally assisted contracts. The PRHTA provides a list of certified contractors to firms bidding on prime contracts who in turn agree to utilize certified minority businesses on construction projects throughout the island.

What are the basic requirements to be certified as a DBE Firm?

- Be a small business concern
- For profit
- Independent
- Owned by US Citizen or legal resident
- That is 51 percent owned and controlled by one or more individuals who are socially and economically disadvantaged or in case of a corporation, in which 51 percent of the stock is owned by one or more such individuals,
- The owner's personal net worth must be less than \$1.320 million, excluding primary residence and equity of the business,
- Whose management and daily business operations are controlled by such individuals who own it,
- Controlled by such individuals who are rebuttably presumed socially and economically disadvantaged: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Subcontinent Asian Americans, Women, any additional group whose members are designated socially and economically disadvantaged by SBA.

What is the DBE Certification and how long it takes to be certified?

It is the process in which the PRHTA Civil Rights Office verifies that a company is minority or women owned and controlled in accordance with state and federal regulations as per 49 CFR Part 26. In accordance with governing regulations, it should take no more than 90 days to process a completed application. The assessment process includes a review of the application and documents submitted, request for additional information if needed, an onsite review, and the corresponding evaluation process. (If additional information is needed it will delay the process.)

What are some of the advantages of being certified as DBE?

- You have the opportunity to show that your firm, even though small, has the capacity to provide the services needed.
- Being certified give you the opportunity to participate in federally funded projects.
- Free of Charge
- Access to your firm through the DTPW web page in the DBE Directory.
- Your certification is valid in Puerto Rico Highway and Transportation Authority, Ports Authority, Metropolitan Bus Authority, Municipalities which are federal funds recipients, federal agencies, and pharmaceuticals.

What is the Unified Certification Program?

The PRHTA UCP has been established to facilitate island wide DBE certification. The UCP eliminates the need for DBE applicant businesses to obtain certification from multiple agencies. The Metropolitan Bus Authority, Ports Authority, Aerostar Holdings, LLC are members of the Puerto Rico Highway and Transportation Authority UCP. The DBE Directory includes DBE firms certified by

these three agencies. Bidders who have to comply with FHWA, FAA and FTA contract requirements may use the DBEs certified by the PRHTA- UCP.

How long does the DBE Certification last?

Until you meet the requirements according to 49 CFR Part 26, 26.87, or withdraw from the business.

Annual Review

Your firm's certification will remain in effect as long as you continue to meet the criteria established by federal regulations. However, every year you must complete the No-change affidavit which is a sworn statement regarding the ownership and structure of your firm. As part of the annual review process, you will be required to submit updated personal and corporate financial information with the no-change affidavit.

Why does the PRHTA-DTPW have a DBE Program?

As a condition of federal financial assistance, the PRHTA-DTPW is required to develop, implement and maintain a DBE program, in accordance with Title 49, Code of Federal Regulations, Part 26 and 23 (49 CFR Part 26 & 23).

DBE DIRECTORY

Upon certification, your company will be listed in PRHTA's DBE Directory of Certified Disadvantaged Business which lists company names, addresses, telephone numbers, contact persons, etc. It's updated monthly and is a valuable tool for prime contractors ►