



This help guide is for grant recipients awarded funding through the State Revolving Fund (SRF) Program to meet the Disadvantaged Business Enterprise (DBE) program requirements. If a grantee has its own procurement policy that exceeds these thresholds, it must be enforced.

The purpose of the DBE program is to ensure nondiscrimination when awarding contracts and to help remove barriers to DBE participation under Environmental Protection Agency (EPA) financial assistance agreements. The DBE program allows DBE firms to compete for work on projects. The grant recipient is responsible for soliciting DBE firms for procurement required to complete the project. This includes all **construction, equipment, services, and supply** procurements. This guide is intended to assist grant recipients in using Good Faith Efforts to solicit DBEs and document those efforts to comply with grant terms and conditions. The DBE solicitation process does not require hiring a certain number of DBE firms and does not include quotas. DBE is a term that includes both Minority Business Enterprises (MBE) and Women-owned Business Enterprises (WBE).

Step 1: Determine Procurement Needs for the Project

Regardless of the procurement threshold, you must meet the DBE requirement by meeting the good faith effort requirements.

Table 1: Procurement Thresholds

	\$10,000 or Less	\$10,001 - \$100,000
Number of Quotes Required	1	3
Good Faith Effort Required?	Yes*	Yes

Note: *This is Required if soliciting multiple contractors for the project; however, documentation for the Good Faith Effort is not required to be submitted.

Table 2: Procurement Types

Construction Contracts	Equipment Contracts	Service Contracts	Supply Contracts
<ul style="list-style-type: none"> • These types of contracts require you to solicit DBE firms to submit bids as potential prime contractors. 	<ul style="list-style-type: none"> • If you purchase equipment directly (rather than through a contractor), you are required to solicit DBE firms for the purchase of the equipment. 	<ul style="list-style-type: none"> • If you will be hiring an engineering consultant and/or entering into any type of service contract, the grant recipient is required to solicit DBE firms for that service. 	<ul style="list-style-type: none"> • If you will be purchasing supplies exceeding the \$10K procurement threshold or through a bidding process, you are required to solicit DBE firms for the purchase of the supplies.

Step 2: Meeting Good Faith Effort

Whenever possible, solicitations for bids or proposals should be posted for a minimum of 30 calendar days before the bid or proposal closing date. The following statement should be included in the contract:

This project is being federally funded by EPA financial assistance dollars and therefore requires all contractors to demonstrate compliance with federal Executive Orders 11625, 12138, and 12432 and EPA Regulations at 40 CFR Part 33, through the detailed documentation of solicitation of Disadvantaged Business Enterprises (DBEs). Contractors must demonstrate the Six Good Faith Efforts to identify and solicit DBE firms that are potential sources for any procurement action in the areas of project construction, equipment, services, and supplies by including state-qualified small businesses, and minority and women-owned business enterprises in the bidding.

If the prime contractor is looking to subcontract, the prime contractor must follow the Good Faith Effort requirements.

The grantee and the prime contractor can use the Alaska SRF's [Disadvantaged Business Enterprise Program Good Faith Effort and Participation Form](#) to document their efforts. For all contractor/subcontractor bids submitted, the entity receiving the bids is required to keep a copy of the bid on file, along with the Good Faith Effort and Participation form.

Step 3: Find DBEs

Grant recipients receiving funding through the SRF Program are required to use the Alaska Unified Certification Program (AUCP) and/or the Small Business Administration (SBA) websites to develop a list of potential vendors. These sites include MBE and WBE firms. Any other websites you use, or any other DBE firms you solicit are in addition to this requirement and do not need to be included in your documentation to demonstrate compliance.

The AUCP directory can be used to search for MBEs and WBEs. To use this directory, please follow the instructions below:

1. Follow the link to the DOT's DBE homepage: <https://dot.alaska.gov/cvlrts/aucpmemb.shtml>. On the right-hand side, click on the link for the 'DBE/ACDBE Directory' as shown below:



2. Uncheck the "Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)" box at the top. Select the work category or enter the North American Industry Classification System (NAICS) code and the region where the work will be performed. If the category you are looking for is unavailable, please contact kevin.demichelis@alaska.gov for further assistance.

AUCP Disadvantaged Business Enterprise (DBE) Directory

The Alaska Unified Certification Program (AUCP) Disadvantaged Business Enterprise (DBE) directory is updated daily. For additional information, please email the Civil Rights Contract Compliance Officer at sarah.starzec@alaska.gov or call 907-269-0845.

INCLUSION IN THIS DIRECTORY DOES NOT CONSTITUTE AN ENDORSEMENT NOR GUARANTEE OF THE CAPABILITY, DEPENDABILITY, AVAILABILITY OR BONDING LIMIT OF ANY FIRM LISTED BY THE ALASKA DOT&PF.

DBE Directory Filter

Search by Certification Type: Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) Disadvantaged Business Enterprise (DBE)

Enter Vendor Name (Full or Partial):

Work Location (Region):

Select the NAICS Code:

Select the Work Category:

Professional Services Only



- Once the relevant criteria have been selected in step 3, hit “Search,” and the list of DBEs that are able to perform the work will be displayed. To contact all the eligible DBEs, download the CSV file for the spreadsheet. Please save the CSV file and the search criteria used for future reference or review from the SRF program. In column “N” of the spreadsheet, the contact e-mail for the firm will be shown.

DBE Directory Results

Back

DBE Directory List

Copy
CSV
Print
Column visibility ▾
Search:

Vendor Name	ACDBE	Type	Work Category	Regions
			Installation; Construction - Steel Erection - Bridges; Construction - Surveying Licensed; Construction - Telecommunications - Line Voltage; Construction - Telecommunications - Low Voltage; Construction - Traffic Markings - Methylmethacrylate; Construction - Traffic Markings - Painted; Construction - Traffic Markings - Thermoplastic; Consultants - Architect; Consultants - Business Service; Consultants - Civil Engineer; Consultants - Computerized Maintenance Management Systems (CMMS); Consultants - Construction Administration - Inspection Services; Consultants - Construction Administration - Office Engineering Services; Consultants - Construction Administration-Materials Testing; Consultants - Cost Estimations; Consultants - Drafting / Blueprint / Reprographic Services; Consultants - Electrical Engineer; Consultants - Environmental; Consultants - Geotechnical Engineer; Consultants - Graphics; Consultants - Hazardous Materials Investigation / Remediation; Consultants - Hazardous Materials Testing; Consultants - Interior Design; Consultants - Landscape Architect; Consultants - Landscape Planning &	Region

Showing 1 to 41 of 41 entries

The SBA dynamic search of its database can only be used to search for MBEs. For instructions on how to search for MBEs utilizing this database, please see below:

- Follow the link to the Dynamic Small Business Search: https://dsbs.sba.gov/search/dsp_dsbs.cfm

- In the “Location of Profile,” select the location as Alaska. Next, ensure that in the “Government Certifications” box, the 8(a) Certified option is selected to “Required” as shown in the image below.

Location of Profile

States:

- (any state)
- AL - Alabama
- AK - Alaska
- AA - American Atlantic (APO/FPO)
- AE - American Europe (APO/FPO)
- AP - American Pacific (APO/FPO)
- AS - American Samoa
- AZ - Arizona
- AR - Arkansas
- CA - California

[\(How to make multiple selections.\)](#)

Area Code or Phone Number Initial Fragment

Metropolitan Statistical Area

SBA Servicing Office

Zip Code or Zip Code Initial Fragment

Searching within a State:

(Requires exactly one state from the State list at left.)

Congressional District

County: [Lookup](#)

Government Certifications

8(a) Certified or 8(a) Joint Venture:

Required (Active Certifications only)

Required (Active Certifications and Previously Certified)

Required (Previously Certified only)

Not Required

HUBZone Certification:

Required (Active Certifications only)

Required (Active Certifications and Previously Certified)

Required (Previously Certified only)

Not Required

Veteran-Owned Small Business or Joint Venture:

Required (Active Certifications only)

Not Required

Women Owned Small Business(WOSB):

Required (Active Certifications only)

Required (Active Certifications and Previously Certified)

Required (Previously Certified only)

Not Required

Economically Disadvantaged Women Owned Small Business(EDWOSB):

Required (Active Certifications only)

Required (Active Certifications and Previously Certified)

Required (Previously Certified only)

Not Required

Service-Disabled Veteran-Owned Small Business or Joint Venture:

Required (Active Certifications only)

Not Required

3. In the “Ownership and Self-Certifications” section ensure that only the boxes for Minority Owned are selected. Then enter the NAICS code (if known) or a keyword to refine the search. Scrolling down to the very bottom of the page, click ‘Search Using These Criteria’ to initiate your search. Please print the page of listed MBEs for documentation, especially if no results are found.

Ownership and Self-Certifications

- Any Minority Owned:
 - Any Native American Owned:
 - Tribally Owned
 - Alaskan Native Corp (ANC) Owned
 - Native Hawaiian Org (NHO) Owned
 - Other Native American
 - Other Minority Owned
- Community Development Corporation (CDC) Owned
- Self-Certified Small Disadvantaged Business
- Self-Certified Service-Disabled Veteran-Owned
- Self-Certified Veteran-Owned (including Service-Disabled Veteran-Owned)
- Self-Certified HUBZone Joint Venture
- Any Self-Certified Women-Owned Small Business
 - Self-Certified Women-Owned Small Business
 - Self-Certified Women-Owned Small Business Joint Venture

(To start over in this section, if you like, you can use this hotlink: [Clear These Checkboxes](#))

Specific Nature of Business

NAICS Codes: Any All (slower)

"Buy Green" NAICS Codes: Any All (slower)

Keywords: Any All (slower)

Step 4: How to Solicit DBE Firms Found on the AUCP and/or SBA Website

Solicitation letters must be sent in a manner that will produce a confirmation receipt, i.e., by fax or email. The search spreadsheet downloaded from the AUCP website should contain the contact information of DBE firms. Certified mail receipts should be used and kept with project records if using U.S. mail. If sending emails, copy and paste all the e-mail addresses into the “Bcc” recipients in an e-mail with the solicitation for the work and ensure that a confirmation receipt is requested in your email setting to ensure the emails were sent successfully. A copy of the email and the confirmation receipt should be kept with project records. Telephone calls or in-person contact cannot be documented as part of a good-faith effort.

The solicitation letter should specifically describe the project and allow sufficient time (30 days) for contractors to develop bids.

How many DBE firms do I have to solicit? There is **not** a set number of DBE firms you have to solicit. You will include all *applicable* DBE firms in your solicitation.

Step 5: Checklist of DBE Submittals to SRF Program along with the Disbursement Requests

- Copy of Bid Advertisement** – A legible copy of the advertisement should be submitted. If you did not advertise, then this does not apply to you.
- Bid Tabulation for Each Prime Contract.**
- Copy of the Solicitation Letter for the Grant Recipient’s DBE Solicitation Efforts**