



## Guide to DBE Certification

**SCDOT**

## SOUTH CAROLINA UNIFIED CERTIFICATION PROGRAM

The US Department of Transportation charged the South Carolina Department of Transportation (SCDOT) with the responsibility of the "South Carolina Unified Certification Program" (SCUCP), as outlined in federal regulations 49 CFR Part 26. What's the SCUCP? It's a program designed to eliminate the duplication of applications for women or minority owned firms seeking DBE certification in the state of South Carolina. Firm certification, through the SCUCP, is recognized by federal funding recipients, such as the Federal Aviation Administration (FAA - Airports), Federal Transit Administration (FTA - local public transportation systems), and the Federal Highway Administration (Roads, Bridges, and Highways).

Did you know, SCDOT maintains and publishes a directory of DBE firms, in good standing, certified through the SCUCP? The directory provides partners, contractors and interested parties with a current list of firms containing up to date information about a firm's products and services.

Applications are available at:

**<http://www.scdot.org/business/bus-development-dbe-certification.aspx>.**

Completed applications, along with all requested documentation, should be mailed to: SCDOT, Minority & Small Business Affairs, Room 117, P.O. Box 191, Columbia, SC 29202. Have questions? Contact **803-737-1372** for assistance.

## ELIGIBILITY REQUIREMENTS

The following conditions are guidelines for applicants requesting DBE Certification. A complete list of eligibility requirements can be found at:

<http://www.scdot.org/business/bus-development-dbe-certification.aspx>.

**Business Status:** The applicant firm must be an existing “for profit” business. It must meet the federal definition of a small business based on its primary North American Industry Classification System (NAICS) code, as described by the Small Business Administration (SBA), and must not exceed the small business size standard established for its particular line of work. This cannot exceed \$31.84 million for any DBE eligible business.

**Social and Economic Disadvantage:** Applicants must be US citizens (or resident aliens) and meet the federal definition of socially and economically disadvantaged as defined in 49 CFR 26.67. Presumptive groups include women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Americans, or other minorities found to be disadvantaged by the SBA. Individuals who can demonstrate social and economic disadvantage on an individual basis may also qualify. Personal net worth of a disadvantaged owner cannot exceed \$2.047 million.

**Business Ownership:** Disadvantaged owners must hold at least 51% ownership in the firm. The contributions of capital or expertise by the socially and economically disadvantaged owners to acquire their ownership interests must be real and substantial, and go beyond pro forma.

**Control:** A qualified owner will possess the ability to control the day-to-day operations and management of the business. In addition, the applicant must have an overall understanding of, as well as managerial and technical competence and experience directly related to the type of business in which the firm is engaged.

**Independent:** Only an independent business may be certified as a DBE. An independent business is one whose viability does not depend on its relationship with another firm or firms.

## SOUTH CAROLINA UNIFIED CERTIFICATION PARTNERS

AIKEN AREA COUNCIL ON AGING, INC.	(803) 648-5447
LOWER SAVANNAH COUNCIL OF GOVERNMENTS	(803) 649-7981
CITY OF ANDERSON TRANSIT	(864) 231-7626
GENERATIONS UNLIMITED	(803) 541-1249
COUNTY COUNCIL OF BEAUFORT COUNTY	(843) 255-2955
LOWCOUNTRY RTA	(843) 757-5782
CHARLESTON AREA RTA	(843) 724-7420
CHARLESTON AVIATION AUTHORITY	(843) 767-7000
CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY	(803) 255-7133
SC DEPARTMENT OF TRANSPORTATION	(803) 737-1372
COAST (WACCAMAW) RTA	(843) 488-0865
FLORENCE AEEA TRANSPORTATION STUDY MPO	(843) 669-5001
FLORENCE REGIONAL AIRPORT AUTHORITY	(843) 669-5001
PEE DEE RTA	(843) 665-2227
GREENVILLE TRANSIT AUTHORITY(GREENLINK)	(864) 467-2700
GSP AIRPORT DISTRICT GREENVILLE-SPARTANBURG	
INTERNATIONAL AIRPORT	(864) 848-6272
WILLIAMSBURG COUNTY TRANSIT SYSTEM	(843) 355-6975
TRICOUNTY LINK	(843) 529-0400
HORRY COUNTY DEPARTMENT OF AIRPORT	(843) 448-1580
BERKELEY-CHARLESTON-DORCHESTER (BCD) COUNCIL OF	
GOVERNMENTS	(843) 529-0400
CITY OF ROCK HILL	(803) 326-3897
CITY OF SPARTANBURG SPARTA TRANSIT	(864) 596-2026
SPARTANBURG COUNTY TRANSIT SYSTEM	(864) 596-3476
SANTEE WATEREE RTA	(803) 934-0396
COULUMBIA METROPOLITAN AIRPORT	(803) 822-5012
SOUTH CAROLINA AERONAUTICS COMMISSION	(803) 896-6257
FAIRFIELD CO TRANSIT SYSTEM	(803) 635-6177

## THE CERTIFICATION PROCESS

### Application

A completed application and supporting documentation demonstrating eligibility must be submitted to the Division of Minority & Small Business Affairs. Applications are processed in the order received and generally take up to 90 days to review. The review process begins upon receipt of the completed application and all required documents identified on the application checklist. Out-of-state applicants must possess certification in their original jurisdiction of certification prior to applying for certification in South Carolina. See our website for our Interstate Certification Process. Out-of-state applicants only need to send a cover letter requesting certification, evidence of certification and submit a new Declaration of Eligibility to apply.

### Determining Eligibility

Disadvantaged owners are interviewed in person and an onsite inspection of the business is conducted. After the interview, the DBE representative prepares a summary that is used to determine whether the firm meets the eligibility requirements for certification as a DBE.

If a firm is awarded certification, it becomes eligible for participation as a DBE on transportation-related contracts. Information about the certified firm is placed in the DBE Directory for distribution.

If a firm is denied certification, the applicant is provided a detailed written notification of the decision via certified mail. The notice will include information regarding the denial as well as procedures for filing an appeal. Denied applicants may appeal directly to the South Carolina Administrative Law Judge Division, USDOT, and/or reapply after 12 months.

### Annual Updates

All firms must continue to meet eligibility standards as described in 49 CFR 26 in order to remain certified. All certified DBE firms are required to provide a notarized affidavit verifying the firm continues to meet eligibility requirements and a copy of the firm's most recent Federal business tax return.



U.S. Department of Transportation  
**Federal Highway Administration**



To obtain additional information regarding the DBE Program,  
please contact our office or visit our website at [scdot.org](http://scdot.org).

**Division of Minority & Small Business Affairs**  
PO Box 191  
Columbia, SC 29202-0191  
803-737-1372  
803-737-2021 (fax)

Our website provides a variety of information about the DBE program including:

**DBE Directory**  
**SCUCP Partners**  
**DBE Certification**  
**DBE Supportive Services**