

NORTH DAKOTA  
DEPARTMENT OF TRANSPORTATION

# DISADVANTAGED BUSINESS ENTERPRISE (DBE)

P R O G R A M



NORTH  
**Dakota** | Transportation  
Be Legendary.

# NDDOT DBE PROGRAM

Through the U.S. Department of Transportation, a portion of contracts on federal-aided highway projects are allocated to “Disadvantaged Business Enterprises” (DBEs). The NDDOT DBE program provides opportunities for a variety of construction specialties to compete for a portion of highway construction projects. DBEs can capitalize on this competitive advantage to become more successful in competing for government contracts.

## DBE Program Objectives

- Ensure nondiscrimination in the award and administration of federal-aid contracts.
- Create a level playing field on which DBEs can compete fairly for federal-aid contracts.
- Ensure that the Department’s DBE program is narrowly tailored.
- Ensure that only firms that fully meet the eligibility standards are permitted to participate as DBEs.
- Help remove barriers to participation of DBEs on federal-aid contracts.
- Assist in the development of firms that can compete successfully in the marketplace outside the DBE program.

# ACDBE PROGRAM

The Airport Concession Disadvantaged Business Enterprise (ACDBE) program is for small for-profit businesses that are at least 51% owner controlled by a socially and economically disadvantaged individual(s) and is located at an airport and engaged in the sale of goods and/or services to the public.

## How is it Different?

- Specific to airport concessions activities.
- Primary airports must have ACDBE Programs, and non-primary airports must take appropriate outreach steps.
- ACDBE programs are administered by airports.
- Airports establish two ACDBE Overall Goals.
  - Car Rentals
  - Concession Activities other than Car Rentals
- Gross Receipts amounts. For the most recent limitations on eligibility, visit: [www.transportation.gov/DBEsizestandards](http://www.transportation.gov/DBEsizestandards)

## ND Commercial Airports

### Primary Airports

Bismarck Municipal Airport  
Dickinson Theodore Roosevelt Regional Airport  
Grand Forks International Airport  
Hector International Airport  
Jamestown Regional Airport  
Minot International Airport  
Williston Basin International Airport

### Non-Primary Airports

Devils Lake Regional Airport





# ELIGIBILITY REQUIREMENTS

## Ownership and Control

An individual must own 51% or more of a “small business” and establish that they are socially and economically disadvantaged. A disadvantaged owner seeking certification must possess the power to direct or cause the direction of the management and policies of the firm. The owner must also have an overall understanding of managerial and technical competency and experience directly related to the type of business in which the firm is engaged.

## Social and Economic Disadvantage

Certain groups are presumed socially disadvantaged by the U.S. Small Business Administration including women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian-Pacific Americans.

The Department sets financial limitations to an individual’s personal net worth (PNW), and a firm’s annual gross receipts to meet an economic disadvantage status. For the most recent limitations on eligibility, visit the NDDOT DBE page by visiting: <https://www.dot.nd.gov/about-nddot/civil-rights/>.

## The Competitive Edge

NDDOT determines DBE goals on federally-aided highway construction projects. This then drives prime contractors to solicit DBEs directly for quote submissions and to participate in the prime contractor’s proposal to the state. The more DBEs used on a project, the more competitive the proposal.

Being certified as a DBE creates new opportunities and give your company a competitive edge in government contracting.

# APPLICATION PROCESS

NDDOT utilizes an online process to review DBE/ACDBE applications. Interested firms should use the following link to complete a DBE/ACDBE application:

<https://dotnd.diversitycompliance.com/>

## Firms Located in North Dakota (In-state)

- Follow the link above to create an account in the NDDOT Certification and Compliance System.
- Complete and submit the Uniform Certification Program (UCP) application, Personal Net Worth (PNW) Statement, and all supporting documentation listed on the UCP Application Supporting Documents Checklist.
- Complete an onsite review of your place of business.
- You will be notified of the UCP Board's decision through the online system.

## Firms Located Outside of North Dakota (Interstate)

- Follow the link above to submit a cover letter that specifies your interest in applying for DBE/ACDBE certification in North Dakota, your original (anniversary) certification date with your Jurisdiction of Certification (JOC), and identify each state (DOT and other UCP certifying agencies) you currently hold DBE/ACDBE certification in.
- Provide an electronic image of your original JOC directory confirming your current certification within that state.
- Provide the signed Declaration of Eligibility (DOE).

Download the [DOE Form](#) here.



# IMPACT TO YOUR BUSINESS

The NDDOT sets a triennial DBE goal based on past DBE participation and projected federal funding. To find the most recent goals and methodology, visit the NDDOT DBE webpage [here](#).

Additionally, companies that participate in the NDDOT DBE program are more likely to see improvements in:

- Increased revenue
- Better bidding abilities
- More bonding and loan opportunities
- Diversified experience in government contract categories

## NDDOT DBE Supportive Services

The NDDOT has partnered with Project Solutions, Inc. (PSI) to provide both applicants and certified firms with assistance in contracting with the DOT and understanding program regulations.

PSI also offers additional services to certified firms:

- Application assistance
- Searching for and bidding on government contracts
- DBE newsletter corresponding with each bid opening
- Access to live training webinars and networking events



**Contact us today to get started!**

[dbe@projectsolutionsinc.com](mailto:dbe@projectsolutionsinc.com)

701-214-5775



To obtain additional information regarding the  
NDDOT DBE program, contact:

Email: [civilrights@nd.gov](mailto:civilrights@nd.gov)

Phone: 701-328-3116

Website: <https://www.dot.nd.gov>

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Project Solutions is proud to support  
the NDDOT DBE Program. For application assistance or  
program questions, contact:

Email: [dbe@projectsolutionsinc.com](mailto:dbe@projectsolutionsinc.com)

Phone: 701-214-5775