



**DBE PROGRAM FACT SHEET**  
**TENNESSEE SMALL BUSINESS DEVELOPMENT/  
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**  
**SMALL BUSINESS DEVELOPMENT PROGRAM**

**What is the program?**

This program was developed by the Federal Highway Administration and is administered by the Tennessee Department of Transportation to encourage minority, female, and other disadvantaged firms to work in the highway/bridge industry. Both state and federal construction projects and monies are included in it.

**Who can qualify as a DBE?**

There are several eligibility criteria for certification. As these conditions are met certification can be granted:

1. Your firm must be an existing “for-profit” business that is currently operational.
2. Your firm must be an independent business. If it is a subsidiary of a corporation, your firm must still operate in a self-sufficient manner.
3. Your firm must meet the federal definition of a small business concern.
4. Owners must meet the federal definition of “socially and economically disadvantaged.” Women and certain minorities are presumed to fit the definition.
5. Owners must possess the expertise to control the daily operations and management of the firm.
6. Owners must be able to show ownership of at least 51% of the firm through real and substantial investments of capital.
7. Owners’ net worth must not be over \$1.32 million (excluding personal residence and stock/ownership in the potential DBE firm).

Call the Small Business Development Program in Nashville at (615) 741-3681 or 1-888-370-3647 for further information or check our website at:

[www.tdot.state.tn.us/civil-rights/smallbusiness/](http://www.tdot.state.tn.us/civil-rights/smallbusiness/)

**What happens once I am a DBE?**

Once certified, your firm is placed on a statewide list of firms showing contractors that you are certified and listing your work areas. **You must be certified at the time that the prime contractor submits a bid to TDOT.**

DBE certification does not guarantee that you will get TDOT work. But if you perform good work at competitive prices, you have an advantage on projects with DBE goals.

As a TDOT DBE you are eligible to receive group and individualized training and technical assistance to increase your efficiency and profits. The Small Business Development Program headquartered in Nashville provides this without cost to you.

The following member agencies process DBE applications. Please forward your completed certification packet to one of the agencies serving the area where your firm has its principal place of business:

Tennessee Department of Transportation  
Small Business Development Program  
Suite 1800, James K. Polk Building  
505 Deaderick Street  
Nashville, TN 37243-0347  
(888)370-3647  
(615)741-3681  
[www.tdot.state.tn.us/civil-rights/smallbusiness/](http://www.tdot.state.tn.us/civil-rights/smallbusiness/)

Memphis Area Transit Authority  
1370 Levee Road  
Memphis, TN 38108-1011  
(901)722-7138  
[www.matatransit.com](http://www.matatransit.com)

Chattanooga Area Regional Transportation  
Authority  
1617 Wilcox Blvd.  
Chattanooga, TN 37406  
(423)629-1411  
[www.gocarta.org](http://www.gocarta.org)

Nashville Metropolitan Transit Authority/  
Regional Transportation Authority [Middle TN]  
430 Myatt Drive  
Nashville, TN 37115  
(615)880-3977  
[www.nashvillemta.org](http://www.nashvillemta.org)

If you wish to be considered for ACDBE certification, you will need to complete the Airport Concession DBE certification application package, which can be accessed at:

Memphis/Shelby County Airport Authority  
3505 Tchulahoma Road  
Memphis, TN 38118-2718  
(901)922-0255  
[www.mscaa.com](http://www.mscaa.com)

Metropolitan Nashville Airport Authority  
One Terminal Drive, Suite 501  
Nashville, TN 37214-4114  
(615)275-1620  
[www.flynashville.com](http://www.flynashville.com)

Chattanooga Metropolitan Airport Authority  
1001 Airport Road, Suite 14  
Chattanooga, TN 37421  
(423)855-2214  
[www.chattairport.com](http://www.chattairport.com)

Metropolitan Knoxville Airport Authority  
P.O. Box 15600  
Knoxville, TN 37901-5600  
(865)342-3062  
[www.flyknoxville.com](http://www.flyknoxville.com)

The following member agencies can be accessed for your information:

Smyrna Airport Authority – (615)459-2651 [www.smyrnaairport.com](http://www.smyrnaairport.com)

Tri Cities Airport Commission – (423)325-6044 [www.triflight.com](http://www.triflight.com)

Jackson Airport Authority – (731)423-0995 [www.mklairport.com](http://www.mklairport.com)

Jackson Transit Authority – (731)423-0200 [www.ridejta.com](http://www.ridejta.com)

Clarksville Transit System – (932)553-2430 [www.cityofclarksville.com](http://www.cityofclarksville.com)

Knoxville Area Transit – (865)215-7830 [www.katbus.com](http://www.katbus.com)

Johnson City Transit – (423)434-6269 [www.johnsoncitytransit.org](http://www.johnsoncitytransit.org)

Bristol Tennessee Transit – (423)989-5519 [www.bristoltn.org](http://www.bristoltn.org)

Murfreesboro Rover Public Transit – (615)893-6441 [www.murfreesborotn.gov](http://www.murfreesborotn.gov)

Kingsport Area Transit Service – (423)224-2613 [www.kingsporttransit.org](http://www.kingsporttransit.org)



## UNIFORM CERTIFICATION APPLICATION SUPPORTING DOCUMENTS CHECKLIST

**In order to complete your application for DBE or ACDBE certification, you must attach copies of all of the following REQUIRED documents. A failure to supply any information requested by the UCP may result in your firm denied DBE/ACDBE certification.**

### Required Documents for All Applicants

- Résumés (that include places of employment with corresponding dates), for all owners, officers, and key personnel of the applicant firm
- Personal Net Worth Statement for each socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm.
- Personal Federal tax returns for the past 3 years, if applicable, for each disadvantaged owner
- Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 3 years.
- Documented proof of contributions used to acquire ownership for each owner (e.g., both sides of cancelled checks)
- Signed loan and security agreements, and bonding forms
- List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.
- Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
- Licenses, license renewal forms, permits, and haul authority forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications, if applicable; and any U.S. DOT appeal decisions on these actions.
- Bank authorization and signatory cards
- Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
- List of all employees, job titles, and dates of employment.
- Proof of warehouse/storage facility ownership or lease arrangements

### Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

### Corporation or LLC

- Official Articles of Incorporation (signed by the state official)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Shareholders' Agreement(s)
- Minutes of all stockholders and board of directors meetings

- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

### Optional Documents to Be Provided on Request

*The UCP to which you are applying may require the submission of the following documents. If requested to provide these document, you must supply them with your application or at the on-site visit.*

- Proof of citizenship
- Insurance agreements for each truck owned or operated by your firm
- Audited financial statements (if available)
- Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm.
- Trust agreements held by any owner claiming disadvantaged status
- Year-end balance sheets and income statements for the past 3 years (or life of firm, if less than three years)

### Suppliers

- List of product lines carried and list of distribution equipment owned and/or leased