

DBE/ACDBE Certification

The

Myths, Mistakes and Musts

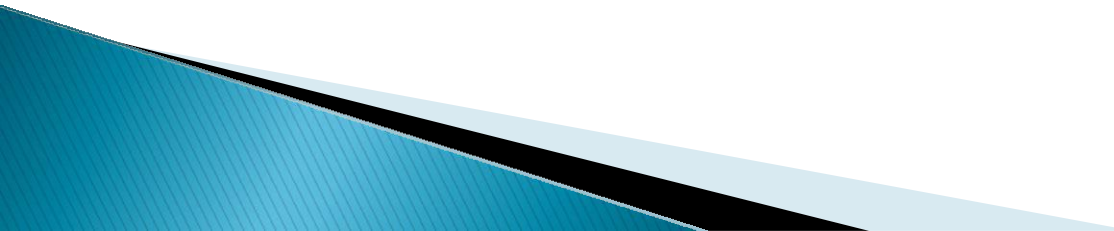
Wayne County Human Relations/Business Inclusion Division

Jaia Amorè

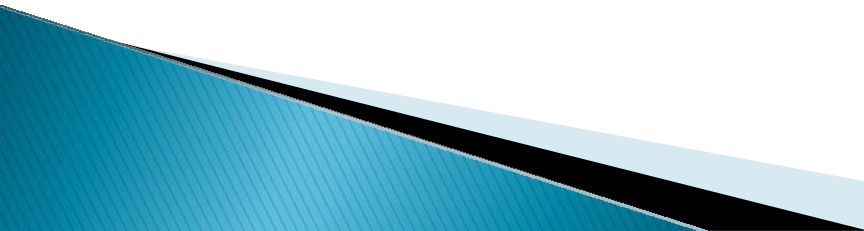
Assistant Division Director

313 224-5021


MYTHS

- ▶ **I am a minority therefore I automatically qualify for DBE**
 - ▶ **My DBE application will be processed and completed within two weeks**
 - ▶ **My spouse is part owner which qualifies my firm as a DBE**
 - ▶ **I must apply to each agency for separate DBE Certification**
 - ▶ **If I don't know the answer or it doesn't apply just skip the question leaving it blank**
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Mistakes

- ▶ **Indicating outside employment without an explanation OR not identifying outside employment**
 - ▶ **Not identifying non-DBE owners**
 - ▶ **Incomplete documentation**
 - ▶ **Not submitting the Disadvantaged owner's proof of initial capital investment**
 - ▶ **Not identifying all affiliate businesses**
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MUSTS

- ▶ **I Must read and become familiar with eligibility requirements before I apply!**
 - ▶ **I Must submit a COMPLETE application INCLUDING ALL requested Documentation**
 - ▶ **I Must respond in the time allotted to all request from the certifying agency processing my application**
 - ▶ **I Must be certified in the State where my business is headquartered first, before I can apply to any other states for DBE certification**
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Wayne County Human Relations/Business Inclusion Division

1. Register your business with Wayne County at <http://waynecounty.com> in the search box type in 'Procure to Pay' a this will take you to the P2P site and you may begin registration.

2. Get Certified It is a two (2) step process, once registered, you will receive an email confirming your registration. To apply online for Wayne County certification(s) you MUST go back to <http://waynecounty.com> , log in and apply.

If you qualify for DBE certification please make sure you apply for Wayne County's Minority/Women Owned Business Registration (MWBE), Small Business Enterprise (SBE) and or Expanding Business Enterprise (EBE) Certification.

3. DBE/ACDBE

For information and application www.MDOT.GOV/MUCP

DBE/ACDBE Application

The screenshot shows a web browser window displaying the Michigan Department of Transportation (MDOT) MUCP Public Application website. The browser's address bar shows the URL <https://mdotboss.state.mi.us/MUCPWeb/forms.htm>. The page header includes the MDOT logo and the text "Michigan Department of Transportation MICHIGAN MUCP Unified Certification Program". The navigation menu on the left includes "Resources", "Learn About the Program", "Eligibility Requirements", "Search for Certified Firms", "Download Forms", "News & Events", and "Important Links". The main content area is titled "Download Forms" and contains the following text:

The application must be mailed or physically delivered to one of the [Certifying Agencies](#). The application must be signed and notarized. The application must also be complete and include all of the supportive documentation. The application includes a checklist to use to ensure your application is complete and can be processed.

To download a form, RIGHT-CLICK on the form's name, then specify a location where you want to save the form on your local computer.

These forms require a signature, notary and date after printing. All forms must be printed and mailed to one of the [Certifying Agencies](#) for processing.

Attention Wayne County applicants, please read [Attention All DBE Applicants](#) before applying.

The page features two columns of links:

- Forms**
 - [DBE Certification Application](#)
 - [DBE Certification Additional Information Required \(Use if sending to MDOT\)](#)
 - [Out-of-State Applicant Affidavit of Certification](#)
 - [Personal Net Worth Statement for DBE/ACDBE Program Eligibility](#)
 - [Annual DBE Affidavit](#)
 - [Additional Work Request Form](#)
- Reference Documents**
 - [Program Procedures](#)
 - [49CFR Part 26 Federal DBE Program Regulations](#)
 - [Special Provision for Prompt Payment](#)
 - [DBE Program Guide for DBE's and Prime Contractors](#)

If you do not locate the form needed please go to the [Public MDOT Forms Page](#)

The DBE Application is available in additional languages (Chinese, Korean, and Spanish), if needed, please contact the Office of Business Development at: 866-323-1264

If Interpretation is needed, please call Frances Griffith at: 517-241-7462