

**Agency of Natural Resources
Department of Environmental Conservation**

**Facilities Engineering Division
Old Laundry Building
802-241-3752**

MEMORANDUM

To: All Self Certified MBEs & DBEs

From: R. Allyn Lewis, P.E., Chief
Construction Engineering Section



Date: September 24, 2008

Subject: US EPA Program change to FULL CERTIFICATION

As the result of an EPA regulatory change, self-certified Minority Owned Enterprises (MBE) & Women Owned Enterprises (WBE), who are considered part of a group referred to as Disadvantaged Business Enterprises (DBE), are no longer be recognized and counted where federal EPA funds (State Revolving Loans & EPA Grants) are provided for water, wastewater & stormwater improvement projects.

This program, as of October 1, 2008, will only use MBEs and DBEs identified in the VTrans most current directory. For more information about the MBE and WBE VTrans full certification program, MBE & WBE certification application forms, and the VTrans published directory, I reference their website and contact information in the attached notice of DBE Program Change

The attached notice discussed in detail this program change, however, if you need still need further clarification, you may contact me by phone (referenced above) or e-mail (al.lewis@state.vt.us) or the following construction project engineers:

Roger Bergeron (802) 241-1506 roger.bergeron@state.vt.us

Mike Carey (802) 241-3741 mike.carey@state.vt.us

IMPORTANT DBE PROGRAM CHANGE

Beginning October 1, 2008

- **Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) which are part of the larger group known collectively as Disadvantaged Business Enterprises (DBE) must be certified by the US Environmental Protection Agency (EPA), the Small Business Administration (SBA), the US Department of Transportation (DOT), or by a state, local, Tribal, or private entities whose certification criteria match EPA's. The Vermont Agency of Transportation (VTrans) who receives funding from the Federal Highway Administration - DOT has agreed to review and approve the MBE and WBE applications and keep a current business directory of DBEs that are fully certified to work on VTrans and EPA funded projects.**
- **Therefore, all MBEs and WBEs interested in working on drinking water, wastewater and stormwater project funded by EPA through the Vermont Department of Environmental Conservation (DEC) must now make formal application to and be certified by the VTrans Office of Civil Rights and Labor Compliance.**
- **MBEs and WBEs who have in the past self-certified their business to the DEC will no longer be able to do so. Additionally, self-certified DBEs will no longer receive pre-BID procurement information about drinking water, wastewater and stormwater projects funded by EPA through the DEC. However, MBEs and WBEs who are presently self-certified and who obtain contract or subcontract work agreements prior to October 1, 2008, will continue to be counted toward a recipient's MBE/WBE accomplishments.**
- **The DEC, as of October 1, 2008, will no longer keep a separate DBE Registry. MBEs and WBEs who have in the past received contract bidding information or worked on projects funded by the DEC are encouraged to complete a DBE Uniform Certification Application and submit it to the VTrans Office of Civil Rights and Labor Compliance as soon as possible so that opportunities for future work aren't missed. The direct link to obtain the DBE Program Uniform Certification Application and instructions is: <http://www.anr.state.vt.us/dec/fed/construction/DBE-UCA.pdf>**
- **The form, when completed is to be submitted to:**

**Vermont Agency of Transportation
DBE Program Manager
Office of Civil Rights & Labor Compliance
National Life Bldg., - Drawer 33
Montpelier VT 05633-5001**
- **For additional general information regarding the Disadvantaged Business Enterprise Program please visit the VTrans Office of Civil Rights & Labor Compliance website found at the following link: <http://www.aot.state.vt.us/CivilRights/DBE.htm>**

