

TEMPORARY PROCEDURES FOR AC/DBE CERTIFICATION

The following temporary procedures, pursuant to guidance by the United States Department of Transportation (USDOT), are in place to address certification issues affected by the COVID-19 public health emergency.

As of **April 2, 2020**, the Caltrans Office of Civil Rights, Certification Branch, will be working remotely.

The most efficient way to reach us is by email at DBE.Certification@dot.ca.gov, which is monitored Monday through Friday, 8 am to 5 pm.

Currently, Certification Branch personnel do not have access to certain documents nor are there electronic systems for firms to submit documents.

In addition, we do not have access to the US Postal Service mail that would have arrived after April 1, 2020. We urge firms to send (or resend) all correspondence by email to DBE.Certification@dot.ca.gov.

NEW AC/DBE APPLICATIONS

Where to send

For **new** AC/DBE certification applications, please send your application, including all documents, by email to DBE.Certification@dot.ca.gov.

Notarization

We are accepting unsworn declarations as an interim measure; however, you will be required to provide a notarized version of your DBE application and Personal Net Worth statement at a later date.

Additional Documents

We will notify you whether your application is complete and suitable for evaluation 30 days from the date we receive the **emailed** application.

Certification Decisions

We may extend the time period to make decisions on certification applications once, for no more than an **additional 90** days. We will notify you in writing explaining the specific reasons for the extension.

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INTERSTATE AC/DBE APPLICATIONS

Interstate certification applications will be processed within 60 days, which is calculated from the date we receive the **emailed** application.

ANNUAL UPDATE AFFIDAVIT (AUA)/MATERIAL CHANGE NOTIFICATIONS

Annual update affidavits or AUA forms and notifications of material changes, including documentation of business size such as tax returns, should be sent via email. The deadline has been extended to up to 60 days. We will continue to send AUA reminder notices by email.

Communication Delays

Please be aware there is a delay in responding to voice messages and emails as Certification staff are working remotely.

We appreciate your patience as we identify other potential effects of the COVID-19 public health emergency on small businesses, which are vital to California's economy.

Please take all necessary precautions to remain safe and continue the good work.