



## City of Phoenix

### Equal Opportunity Department

## Disadvantaged (DBE), Small (SBE) & Airport Concession Business Enterprise (ACDBE) Programs Frequently Asked Questions

- **What are the three types of Business Enterprise Programs?**

A DBE Program is a for-profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged. In the case of a corporation, 51 percent of the stock must be owned by one or more such individuals; and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it. [Please see 49 Code of Federal Regulation \(CFR\) Part 26 Subpart D](#)

A SBE Program is a for-profit small business concern that is race gender neutral where firms can participate in the City of Phoenix business opportunities and available for business owners located in Maricopa County. SBE certification is valid for providers of goods, general, and construction services. This program includes a reserve contract program for providers of goods and general services, and a subcontracting goals program for construction subcontractors. [Please see the Phoenix City Code Sec. 18-302.Small business enterprise certification](#)

[https://phoenix.municipal.codes/CC/18\\_ArtVIII](https://phoenix.municipal.codes/CC/18_ArtVIII)

An ACDBE is a for-profit small business concern that operates in Airport Concession areas, such as gift shops, restaurant/food services, etc. The ACDBE Program intent is to provide a level playing field for ACDBE firms wanting to do business with the Airport, and other agencies receiving Federal funds from the U.S. Department of Transportation. [Please see 49 Code of Federal Regulation \(CFR\) Part 26 Subpart D](#)

- **What is the processing time for certification?**

The total processing time for a new application is approximately 90 days from the date the file is completed. Once the application is submitted, the Program Assistant has 30 days to review to ensure it is complete. Once deemed complete, the Program Assistant will receive the application, then assign it to a Certification Specialist, who has 90 days to make the final determination. Applications are processed by date of receipt on a first-in and first-out basis.

- **Why do I have to supply my firm's financial information?**

Financial documents, such as the Profit & Loss Statement, provide evidence that the applicant is conducting the business as described in the application. Documents such as the Balance Sheet and tax returns are used collectively to verify the ownership, management, and control by the owner(s). Please note that the certification process does not evaluate the firm's profitability or financial viability.

- **What if I do not have a document that is mandatory?**

Submit a letter on a firm's letterhead stating which documents do not apply and why. **NOTE: There is a difference between a document that does not apply and a document that does not exist. Please contact our office at (602) 262-6790 for further clarification.**

- **What if my bank will not give me a copy of my signature card?**

In place of the bank signature card, a letter may be sent from your bank officer on the bank's letterhead informing the City of Phoenix/Equal Opportunity Department of the authorized signatures on the bank account(s) and any stipulations placed on the account(s), e.g., two signatures required on all checks.

- **What documents are considered as acceptable proof of gender and citizenship?**

Acceptable documents include: proof of citizenship or legal residency, ex. Birth Certificate, current U.S. Passport or U.S. Passport Card, current Permanent Resident Card or Alien Registration Receipt Card (Form I-551), Immigration card.

- **My firm is located in another state, but we do a lot of business in Arizona. Can we apply for certification in Arizona?**

Yes, you can apply for certification in Arizona, but you must first be certified in your home state. This process is called interstate certification. If you are seeking DBE certification in Arizona and you are already certified as a DBE in your home state, you can apply with the Arizona Department of Transportation (ADOT) at <http://www.adotdoors.dbesystem.com>. If you are seeking ACDBE certification, you can apply with the City of Phoenix at [www.phoenix.diversitycompliance.com](http://www.phoenix.diversitycompliance.com). Interstate applicants must complete and submit the interstate application on-line and submit a signed interstate application affidavit.

- **I am already certified as an ACDBE and or DBE in my home state. What must I do to be certified as a DBE through the City of Phoenix?**

Interstate applicants must complete and submit the interstate application on-line and submit a signed interstate application affidavit. Applicants that are seeking DBE certification in Arizona must submit their application to the Arizona Department of Transportation (ADOT) at <http://www.adotdoors.dbesystem.com>.

Applicants that are seeking ACDBE certification must submit their application with the City of Phoenix at [www.phoenix.diversitycompliance.com](http://www.phoenix.diversitycompliance.com)

- **How long does the interstate (out-of-state) application process take?**

Upon receipt of a completed interstate application, the City of Phoenix has 60 days to review and make a final determination.

- **Who will see the paperwork and documents I submit?**

The Certification Section staff of the Equal Opportunity Department have been trained and certified in Federal and State Standards & Procedures. **Please note that your information is handled with confidentiality.**

- **What are your Federal and State governing regulations?**

The City of Phoenix Equal Opportunity Department adheres to the Federal governing regulations as defined in 49 Code of Federal Regulation (CFR) Part 26 Subpart D - [Please see 49 Code of Federal Regulation \(CFR\) Part 26 Subpart D](#), the City of Phoenix Ordinance Chapter 18-302 [Please see the Phoenix City Code Sec. 18-302.Small business enterprise certification](#) and the Administrative Regulation 1.89.

- **How long is a firm's annual update certification valid?**

The firm's certification is valid for one year from the firm's effective date. Firms that wish to remain certified must submit an annual update application and either a "no change" or a "change" affidavit. However, firms are encouraged to begin the annual update process at least 60 days prior to the renewal date to avoid a lapse in certification.

- **Why do I have to provide each year a "no change" or "change" affidavit?**

A "no change" affidavit is an affidavit that each firm must provide to the City of Phoenix/Equal Opportunity Department annually on the firm's effective date of the certification. The affidavit affirms that there have been no changes in the firm's circumstances affecting its ability to meet Part 26 of the Code of Federal Regulation - size, disadvantage, ownership, and control standards. If there are "changes" in the firm such as ownership, size, disadvantage and control. Then the applicant firm must submit the "change" affidavit with supporting documentation.

Note: By submitting a "no change" affidavit, the owner is affirming that his or her personal net worth does not exceed \$1,320,000 million dollar.

- **How do I download my firm's certificate?**

Log into your <https://phoenix.diversitycompliance.com/> account. To view or download your certificate click on View My Certifications. Then click to "view" the current City of Phoenix certification for your firm, scroll down to the section for "letters" and click on the link for the certificate.. **NOTE: A firm must have a current "Certified" status in order to print a certificate.** If there is no certificate, a firm can send a request by emailing us at [business.relations.eod@phoenix.gov](mailto:business.relations.eod@phoenix.gov) or calling (602) 262-6790 to the Certification staff to create a certificate.

- **How do I maintain my business certification and will my firm have to re-submit all of the same documentation?**

Certification does not expire. However, you are required to submit an annual update application from the firm's certification effective date. In order to, maintain the firm's certification: 1.) A firm must annually submit an Annual Update application through the <https://phoenix.diversitycompliance.com/> B2GNow System. 2.) Required documents that must be submitted in the annual update application are as follows: the notarized No Change Affidavit and the firm's Federal Business tax returns (gross receipts) for most recent year.

- **What happens if there is a change in ownership or management?**

If you have a change in ownership or management, please log into your account and submit a change application called "Expansion" application. On the affidavit of change, please include a brief statement with more specific information regarding the change and provide supporting documentation.

- **Is an annual update automatic?**

No, the renewal date does not change. **NOTE: The owner is sent courtesy reminders at 60, 45 and 15 days prior to the renewal date of the firm's effective date.** The reminder email will be sent to the primary owner's email address on file, and will be generated from the B2GNow system. However, B2GNow does not guarantee receipt of the reminder e-mail and recommends the applicant mark their calendar as a reminder to begin the process at least 60 days prior to its renewal date.

- **My firm applied for the annual update early - will the renewal date change?**

Yes, the renewal date will be a year from the annual update effective date.

- **Is there an on-site visit?**

Yes, an on-site visit is mandatory for the Disadvantage Business Enterprise Program (DBE) with each new application. The Small Business Disadvantage Program (SBE) new application on-site visit can be scheduled upon the discretion of the Certification Specialist. **NOTE: All on-site visits for the DBE Program ONLY require that the 51% percent owner or more to be present. All on-site visits for the SBE Program require that ALL owner(s) be present. On-site visits are scheduled with the owner(s) in advance.**

- **Is my certification transferable if I sell my business to another individual?**

No, certification is not transferable. Certification is based on the representation of the firm by the owner who applies for and successfully completes the full certification process.

- **How am I assured of the confidentiality of my documents once I submit them?**

Security of the B2GNow system and your information is top priority. All submitted documents are treated with the utmost confidentiality. The City of Phoenix Equal Opportunity Department is committed to the confidentiality of your application materials. Once the application is submitted, Certification staff can view the application materials during their review only if they explicitly have the required level of user access. All actions to access, view, update and comment on your application are logged for auditing purposes. Rest assure that we take your privacy and the confidentiality of your information very seriously.

- **What is the difference between registering as a vendor through eProcurement and getting SBE/DBE and ACDBE certified?**

To do business with the City you must register your firm with the City of Phoenix/Finance Department as a vendor at **procurePHX** portal:

[https://ros.phoenix.gov/sap/bc/webdynpro/sapsrm/wda\\_e\\_suco\\_sreg?sap-client=020#](https://ros.phoenix.gov/sap/bc/webdynpro/sapsrm/wda_e_suco_sreg?sap-client=020#). This will ensure prompt payment of invoice and opportunity to put your firms good and services in the database. **Note: This process doesn't certify your firm as a SBE/DBE and ACDBE.**

- **I submitted my application by mistake, what do I do?**

If an applicant submitted the application by mistake the firm can always call the Certification staff at (602) 262-6790 and request for the application to be returned to them.

- **I did not submit my application within the 90 days allowed, what do I do?**

Any application (New, Annual, Expansion) that is started and not submitted within 90 days is automatically deleted by the system; deleted applications CANNOT be recovered by our staff OR system administrators. If your application is deleted, you must start and submit a new application. If you need additional time to work on your application, please extend the date of deletion by clicking "Extend" next to the Deletion Date on the main page of your application. If you experience any issues, please contact our office at 602-262-6790 or email us at [business.relations.eod@phoenix.gov](mailto:business.relations.eod@phoenix.gov)