

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM Vermont Unified Certification Program Agreement

Reference: Subpart E of 49 CFR part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.

Introduction: The Vermont Agency of Transportation (VTrans) is the largest direct recipient of funds from the United States Department of Transportation (USDOT) in Vermont. VTrans shall act as the lead agency and shall perform Disadvantaged Business Enterprise (DBE) Program certifications in accordance with this Unified Certification Program (UCP). All entities including towns and municipalities, public transit providers and airports that receive funds, both directly and indirectly, from USDOT are required to abide by the terms and conditions of this UCP.

Purpose: The purpose of this UCP is to develop standardized procedures for certification of businesses as Disadvantaged Business Enterprises, also known as "DBEs". The UCP is an agreement required by USDOT standardizing the process for certification of DBEs among those entities within the State of Vermont that receive USDOT funds either directly or indirectly.

Recipients are those entities that receive funds directly from a USDOT agency – FHWA, FAA, or FTA. All participating recipients are required to be part of this agreement by signature. Although subrecipients (those that receive funds indirectly from a USDOT agency) are not required to sign this UCP agreement, they are legally bound to follow UCP certification actions.

This UCP shall follow all certification procedures and standards as required by 49 CFR, Part 23 and 26 and shall cooperate fully with oversight, review and monitoring activities of USDOT and its operating administrations. The UCP shall implement all USDOT directives and guidance concerning certification matters.

Operational Viability: VTrans shall commit the appropriate resources and expertise to ensure the requirements of this agreement are implemented timely.

Reciprocity: This UCP complies with the certification and non-discrimination requirements of 49 CFR, Parts 23 and 26. Recipients may use only UCP's that comply with the certification and non-discrimination requirements of 49 CFR, Part 23 and 26.

This UCP will not process an application for certification from a firm having its principal place of business outside Vermont if the firm is not certificated by the

UCP in the state where it maintains its principal place of business. Upon verification of information and documents, out-of-state certifications may be accepted. VTrans reserves the option to require additional documentation to meet Vermont's certification requirements.

Applicability: Participation in the UCP applies to any entity that receives FHWA, FAA, or FTA funds. Other than VTrans, other entities primarily affected are towns and municipalities, public transit providers, and the Burlington International Airport.

This UCP shall make all certification decisions on behalf of all USDOT recipients in Vermont with respect to participation in the DOT DBE program. Certification decisions by the UCP shall be binding on all DOT recipients within the State of Vermont. All recipients in Vermont will honor "one-stop" shopping to applicants for certification, such that an applicant is required to apply only once for a DBE certification.

Terms: VTrans will independently perform the certification of DBE firms as described in specific sections of 49 CFR Parts 23 and 26 on behalf of the UCP. The VTrans DBE Liaison Officer shall manage the UCP and shall serve as the certifying official for all DBE program applicants. The VTrans DBE Liaison Officer shall also ensure that all program recipients' EEO obligations are met.

VTrans will maintain a unified DBE directory containing, for all firms certified by the UCP, the information required by 49 CFR Part 26.31, and make it available to the public electronically, on the VTrans website, as well as in print. VTrans shall update the electronic version of the directory by including additions, deletions, and other changes as soon as they are made. VTrans shall be responsible for maintaining the information contained in the DBE directory and implementing the appropriate measures to ensure the integrity of the data is preserved.

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Meredith Birkitt, Acting General Manager, Chittenden County Transportation Authority

Robert McEwing, Director of Aviation (Interim), Burlington International Airport

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