



**Alaska Unified Certification Program Interstate Certification Process**  
Disadvantaged Business Enterprise (DBE)  
Airport Concession Disadvantaged Business Enterprise (ACDBE)  
Effective May 9, 2024

The following checklist outlines the necessary steps for firms seeking DBE/ACDBE Certification in Alaska through the Alaska Unified Certification Program (AUCP). The AUCP will consider all firms seeking DBE/ACDBE Certification in Alaska if the applicant's firm is currently certified in their home state. Certification is dependent on a review of the current home state certification in accordance with Federal regulation 49 CFR 26.85.

1. **49 CFR 26.85(c) Application procedure.** To obtain certification by an additional UCP, the DBE must provide:

A cover letter with its application that specifies that the DBE is applying for interstate certification, identifies all UCPs in which the DBE is certified (including the UCP that originally certified it)

An electronic image of the UCP directory of the original UCP that shows the DBE certification; and

A new Declaration of Eligibility (DOE), the form can be found here:  
<https://dot.alaska.gov/cvlrts/forms/DBE-Declaration-of-Eligibility.pdf>

2. **Vendor Registration.** Register your firm as a vendor to be listed in the DBE directory.

Follow the registration instructions found here:  
<https://dot.alaska.gov/aashtoware/docs/AWP-vendor-guidance.pdf>

Include the 913 Commodity Code in your registration request

3. **Work Category List.** This is an additional work descriptor that the AUCP uses.

The form can be found here: [https://dot.alaska.gov/cvlrts/pdfs/work\\_category\\_list.pdf](https://dot.alaska.gov/cvlrts/pdfs/work_category_list.pdf)

**To request Interstate certification with the AUCP send the above documents to Sarah Starzec via:**

Email: [sarah.starzec@alaska.gov](mailto:sarah.starzec@alaska.gov), or

File Transfer Site: <https://drop.state.ak.us/drop/> (attn.: [sarah.starzec@alaska.gov](mailto:sarah.starzec@alaska.gov))

Or, mail the completed application to:  
DOT&PF Civil Rights Office  
ATTN: Certification  
P.O. Box 196900  
Anchorage, AK 99519-6900



## Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2105-0586. Public reporting for this collection of information is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

All responses to this collection of information are mandatory under 49 CFR §§ 23.39 and 26.83); the nature and extent of confidentiality to be provided, if any under 49 CFR §§ 26.83 and 26.109. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, (your agency name and address), Washington, D.C. 20590.

### Privacy Act Statement (5 U.S.C. § 552a, as amended):

**AUTHORITY:** [42 U.S.C. 2000d et seq.](#), [§ 12101 et seq.](#), [42 U.S.C. 6101 et seq.](#); [29 U.S.C. 794, 749d](#); [49 U.S.C. 47113](#); [42 U.S.C. 12101](#); [49 CFR Part 23](#); [49 CFR Part 26](#), and [Executive Order 13160](#).

**PURPOSE(S):** DOT will use the information collected to respond to Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) inquiries and adjudicate appeals.

**ROUTINE USE(S):** In accordance with DOT's system of records notice, DOT/ALL-24 Departmental Office of Civil Rights System, 76 FR 71108 (Nov. 16, 2011), the information provided may be disclosed to the U. S. Department of Justice, including United States Attorney's Offices, or other Federal agency conducting litigation or in proceedings before any court, adjudicative or administrative body, when it is necessary to the litigation and one of the following is a party to the litigation or has an interest in such litigation. A comprehensive list of routine uses can be found in DOT/ALL 24 and DOT's General Statement of Routine uses, 75 FR 82138 (Dec. 29, 2010). 77 FR 42796 (July 20, 2012), 84 FR 55222 (Oct. 15, 2019).

**DISCLOSURE:** Provision of the requested information is voluntary; however, failure to furnish the requested information may result in the denial of a DBE or ACDBE application and an inability of the Department to process an appeal or inquiry from any party.



**DECLARATION OF ELIGIBILITY**

This form must be signed by *EACH OWNER* upon whose disadvantaged status the firm relies for certification.

*A FALSE STATEMENT OR MATERIAL OMISSION MADE IN CONNECTION WITH THIS SUBMISSION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, DECERTIFICATION, OR SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE UNDER FEDERAL AND STATE LAW.*

I \_\_\_\_\_(full name printed), declare under penalty of perjury that I am \_\_\_\_\_(title) of the firm \_\_\_\_\_, all of the foregoing information and statements submitted for eligibility are true, correct, and complete to the best of my knowledge. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named firm as well as the ownership, control, and affiliations thereof.

I recognize that the information submitted in this material is for the purpose of inducing certification by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the material, and I authorize such agency to contact any entity named in certification material, and the named firm's bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility.

I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named firm and its affiliates inspection of its places(s) of business and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial or decertification.

If awarded a contract, subcontract, concession lease or sublease, as detailed in § 26.55, I agree to promptly and directly provide the prime contractor, if any, and the Department, recipient agency, or federal funding agency, on an ongoing basis, current, complete and accurate information regarding my firm's (1) commercially useful function (CUF) performed on the project or concession lease; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I agree to notify the certifying agency of a material change in circumstances that affects my firm's eligibility within 30 days of its occurrence, explain the change fully, and include a duly executed Declaration of Eligibility (this form) with the notice.

I acknowledge and agree that any misrepresentations in certification materials or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or

decertification; suspension and debarment; and for initiating action under federal and/or state law.

I declare that I am a socially and economically disadvantaged individual who is an owner of the above-referenced firm seeking certification as a Disadvantaged Business Enterprise or Airport Concession Disadvantaged Business Enterprise. In support of my application, I declare that I am a member of one or more of the following groups, and that I have held myself out as a member of the group(s): (Check all that apply):

- Women    Black American    Hispanic American
- Native American    Asian Pacific American
- Subcontinent Asian American
- Other pursuant to 49 CFR § 26.67(d)

I declare that I am socially disadvantaged because I have been subjected to racial or ethnic prejudice or cultural bias, or have suffered the effects of discrimination, because of my identity as a member of one or more of the groups identified above, without regard to my individual qualities.

I further declare that my personal net worth does not exceed the DBE program's limit posted on <https://www.transportation.gov/DBEPNW>, and that I am economically disadvantaged because My ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially and economically disadvantaged.

**PURSUANT TO 28 USC § 1746:**

***I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA THAT THE FOREGOING IS TRUE AND CORRECT. EXECUTED ON \_\_\_\_\_***

**SIGNATURE \_\_\_\_\_  
(OWNER)**

# AASHTOWare Vendor list

## Guidance:



AASHTOWare Project (AWP) is a web-based software, used by the Alaska Department of Transportation & Public Facilities to receive and process the data required to meet federal and state requirements for civil rights and labor compliance.

All vendors will need to be in AWP in order to be listed as a DBE and submit certified payroll for DOT&PF contracts awarded after January 1, 2021. To participate in AWP your company must be on the AASHTOWare Vendor list.

Answer the following question to find out what you need to do.

### **Is your company on the AASHTOWare Vendor List?**

- Yes!                      Excellent, you are all set. No need to go further.
- I'm not sure.      You can check by going [here](#). For steps on this process, go to page 2.
- No.                      You may need to fill out the [Substitute Form W-9](#) and email it to [doa.dof.vendor.helpdesk@alaska.gov](mailto:doa.dof.vendor.helpdesk@alaska.gov). Be sure to include that you need 913 commodity code in your email.

## Check if you are on the AASHTOWare Vendor List

1. Follow the link: <http://dot.alaska.gov/aashtoware/awp-vendorcheck.cfm>
2. Search for your business name:

Alaska Department of Transportation and Public Facilities  
**AASHTOWare PROJECT**

SEARCH DOT&PF

Travel Business News and Social Projects About Us

You are here: DOT&PF > Procurement > AWP Vendor List

### Alaska DOT&PF AASHTOWare Project Vendor List

Use the search field below to verify that you are on the Alaska DOT&PF AASHTOWare Project Vendor list. You may search by Bidder/Vendor ID, Vendor Name, or E-mail Address. To sign up on the Plan Holders List, your e-mail address must already be on file with DOT&PF. If you need to update your email address, or if you have registered in IRIS VSS with commodity code 913 and are unable to locate your company on the vendor list, contact your [Regional Contracts Office](#) for assistance.

Construction Bidding

- [Tentative Advertising Schedule](#)
  - Central Region
  - Northern Region
  - Southcoast Region
  - Statewide
  - Marine Highways
- [Bid Calendar](#)
  - Central Region
  - Northern Region
  - Southcoast Region
  - Statewide
  - Marine Highways
- [Bid Openings Results](#)
- [Contract Award Status](#)
  - Central Region

### Did you find your company?

- **Yes!** Great, your company is in the system! If you need an AASHTOWare login, fill out this [form](#) and submit to [DOT.AASHTOWare@alaska.gov](mailto:DOT.AASHTOWare@alaska.gov) by email.
- **No.** You may need to fill out the [Substitute Form W-9](#) and email it to [doa.dof.vendor.helpdesk@alaska.gov](mailto:doa.dof.vendor.helpdesk@alaska.gov). Be sure to include that you need 913 commodity code in your email.

# WORK CATEGORY LIST

Firm Name: \_\_\_\_\_

## CONSTRUCTION

- Aggregate Base and Surface Course
- Asphalt Paving – Bike Paths
- Asphalt Paving – Parking Lots / Patching / Crack Repair
- Asphalt Paving – Roadways
- Asphalt Paving – Grooving / Rotomilling
- Bridges – Painting / Sandblasting / Sealants
- Camp Facilities
- Campground / Roadside / Trail Appurtenances
- Carpentry – Finish
- Carpentry – Rough / Framing
- Clearing / Grubbing
- Concrete – Cast - In - Place
- Concrete – Curb / Gutter / Sidewalk
- Concrete – Cutting / Coring / Sawing
- Concrete – Finishing / Special Coatings
- Concrete – Foundations / Slabs
- Concrete – Masonry / Stonework
- Concrete – Paving
- Demolition of Structures
- Earthwork – Blasting
- Earthwork – Excavation & Embankment / Site Work
- Earthwork – Site Work
- Electrical – Airport Lighting
- Electrical – Buildings
- Electrical – Highway Signals & Illumination
- Electrical – Overhead / Underground Power
- Armor Mat
- Erosion, Sediment, & Pollution Control
- Exterior Buildings – Painting / Sandblasting / Sealants
- Exterior Buildings – Roofing
- Fencing
- Flooring
- Glass / Glazing
- Guardrail
- Hazardous Material Removal / Remediation
- Hydroseeding
- Interior Finishing – Insulation
- Interior Finishing – Paint / Wallpaper / Tile
- Interior Finishing – Sheetrock / Drywall – Tape / Texture
- Landscaping
- Marine Docks
- Mechanical – HVAC
- Metal Buildings Erection
- Piledriving
- Plumbing
- Rip Rap
- Standard Highway Signs (Permanent Installation)
- Steel Erection – Bridges
- Steel Erection – Buildings
- Steel - Reinforcing / Installation
- Surveying Licensed

## CONSTRUCTION (continued)

- Surveying Unlicensed
- Telecommunications – Line Voltage
- Telecommunications – Low Voltage
- Traffic Markings – Methylmethacrylate
- Traffic Markings – Painted
- Traffic Markings – Thermoplastic
- Traffic Maintenance
- Transportation – Aircraft
- Transportation – Barge
- Transportation Truck – Broker (5% Credit)
- Transportation Truck (100% Credit)
- Underground – Petroleum / Oil / Lubricant
- Underground – Sewer / Water Line Installation

## CONSULTANTS

- Architect
- Business Service
- Civil Engineer
- Construction Administration – Office Engineering Services
- Construction Administration – Inspection Services
- Construction Administration – Materials Testing
- Cost Estimations
- Drafting / Blueprint / Reprographic Services
- Electrical Engineer
- Economic Analysis
- Environmental
- Geotechnical Engineer
- Graphics
- Hazardous Materials Investigation / Remediation
- Hazardous Materials Testing
- Interior Design
- Landscape Architect
- Landscape Planning & Design
- Computerized Maintenance Management Systems
- Mechanical Engineer
- Permitting
- Mapping
- Photogrammetry
- Public Involvement
- Row – Acquisition & Negotiation
- Row – Appraiser
- Project Management / Administration
- SWPPP (Storm Water Pollution Prevention Plan)
- Transportation Planning

## OTHER

- Other – Non-Construction Contractor \_\_\_\_\_
- Other – Non-Construction Supplier \_\_\_\_\_
- Other – Non-Construction Supplier \_\_\_\_\_

# WORK CATEGORY LIST

Firm Name: \_\_\_\_\_

## MARINE VESSELS

- Cash Register Systems
- Commercial Equipment
- Communication Systems
- Computer Systems
- Deck Coverings
- Electrical Systems
- Elevators
- Fire Safety Systems
- Flooring
- Furnishings
- Hazardous Materials Removal / Remediation
- Hazardous Materials Testing
- Hydraulics
- Insulation
- Interior Design
- Marine Engineer
- Mechanical Systems
- Naval Architect
- Painting
- Public Announcement Systems
- Refrigeration Equipment
- Special Coatings

## CONCESSIONS

- Advertising
- Apparel & Accessory Stores
- Automotive Parking Lots
- Automotive Rental Agencies
- Automotive Services
- Banks
- Barber Shops or Beauty Shops
- Book Stores
- Camera & Photographic Supply Stores
- Coin – Operated Lockers
- Drinking Places (Alcoholic Beverages)
- Drug & Proprietary Stores
- Eating Place
- Florists
- Food Stores
- General Merchandise Stores
- Gift, Novelty & Souvenir Shops
- Home Furniture, Furnishings & Equipment Store
- Insurance Machines
- Jewelry Stores
- Liquor Stores
- Luggage Cart Rentals
- Luggage & Leather Goods Stores
- Miscellaneous Retail Stores

## CONCESSIONS (continued)

- New Dealers & News Stands
- Pay Telephones
- Personal Services
- Tobacco Stores & Stands
- Travel Agencies
- Vending Machines

## SUPPLIERS

- Aggregates
- Asphalt
- Barricades / Devices
- Coatings / Sealants
- Concrete – Precast
- Concrete – Ready Mix
- Corrugated Pipe / Accessories
- Doors / Windows
- Electrical
- Equipment Rental
- Rip Rap / Erosion Control Materials
- Explosives
- Fencing
- Geotextile Materials
- Guardrail
- Insulation
- Iron Products
- Landscaping
- Wood Products
- Masonry
- Mechanical
- Metal Buildings
- Millwork
- Pavement Markings - Thermoplastic / Paint
- Plumbing
- Roofing
- Siding
- Signs – Permanent / Temporary
- Steel
- Telecommunications: Fiber Optics / Controls / Electronics
- Traffic Signals and Lighting