

# West Virginia Disadvantaged Business Enterprise (DBE) Program

Recertification Process

## AGENDA

- 1) Background on the changes to the program
- 2) Discussion on the new requirements
- 3) Recertification logistics
- 4) Recertification roadmap
- 5) Next Steps
- 6) Q/A





# Recap: Changes to the DBE Program

1. Race and Gender Presumptions of Disadvantage Have Been Eliminated
2. All jurisdictions are required to recertify DBEs under the new requirements.

Firm owners must demonstrate social and economic disadvantage on a **case-by-case basis**.



# Interim Final Rule Requirements

## Materials

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- » **Personal Narrative**
- » **Personal Net Worth Statement**
- » **Supporting Documentation**

# Personal Narrative ~

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Provide a detailed, written narrative that demonstrates how the owner is socially and economically disadvantaged, based on his or her own experiences and circumstances that occurred within American society, and **without regard to race or sex**. Be descriptive of specific incidents of economic hardship, barriers, and/or denied opportunities.

- **Barriers and Denied Opportunities**
- **Economic Harm**
- **Magnitude of Harm**
- **Comparison to Non-Disadvantaged Peers**



# Personal Net Worth Statement ~

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Provide a new or updated Personal Net Worth Statement. The form is available from the USDOT website and this QR code:

<https://www.transportation.gov/sites/dot.gov/files/2024-09/Personal%20Net%20Worth%20Statement%204.9.2024%20%28revised%29.pdf>



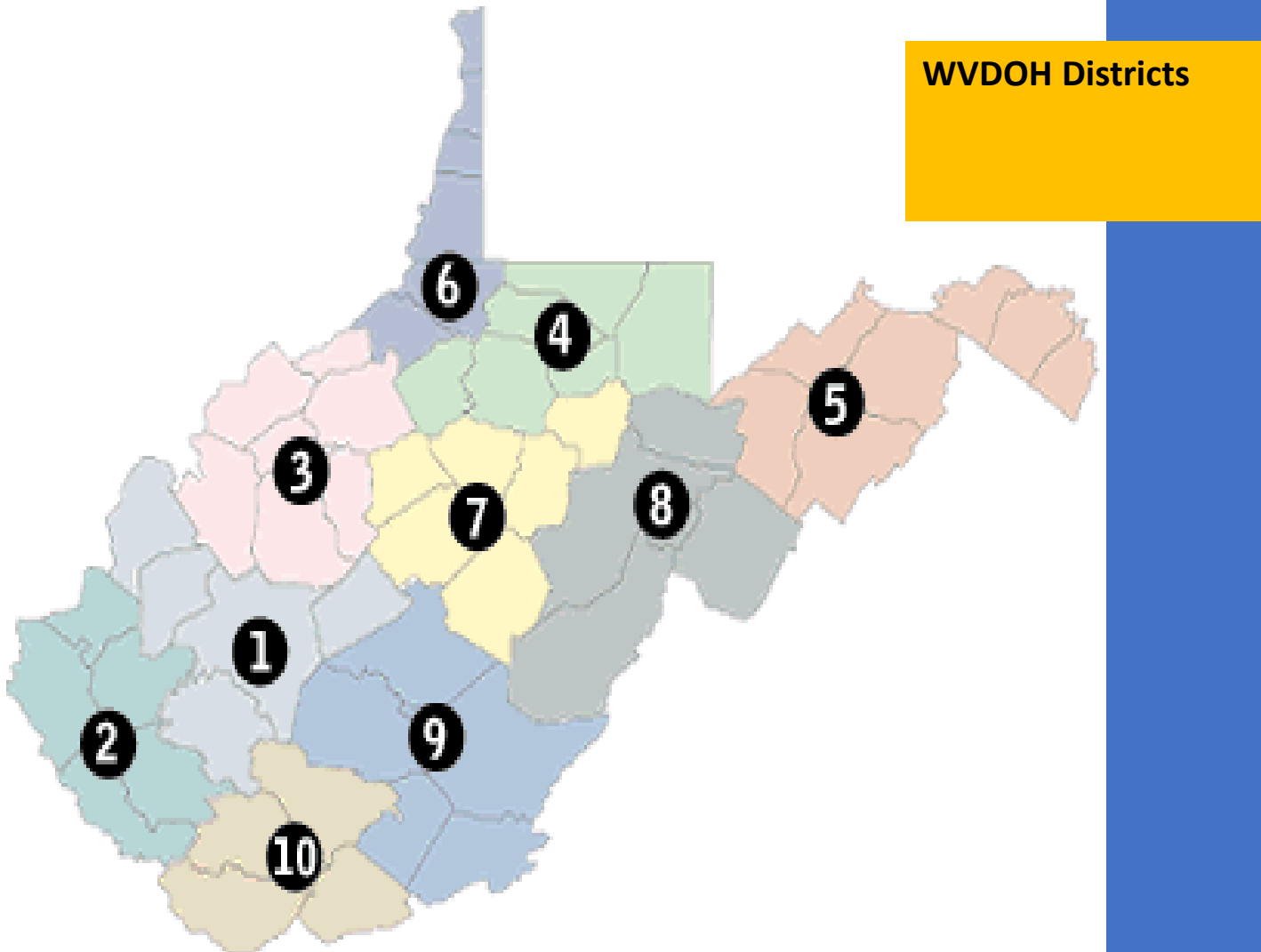


# Supporting Documentation ~

- Documentation for **BOTH** the Personal Narrative and the Personal Net Worth Statement.
  - **Personal Narrative:** possible examples include loan denial letters, credit reports, proof of rejected bids, or other documentation that proves or shows the social and economic disadvantage you described in your Personal Narrative.
  - **Personal Net Worth Statement:** possible examples include asset account documents for your listed accounts, extra pages if needed for each worksheet.
- Each applicant's situation will be different, and the documentation will vary. On review, this UCP may request additional documentation as it becomes necessary for each person's case.



# Recertification Logistics





## District DBE Specialist

District	Counties	DBE Specialist
District 1	Boone, Clay, Kanawha, Mason, and Putnam counties	Shelia Young
District 2	Cabell, Lincoln, Logan, Mingo, and Wayne counties.	Duane Waller
District 3	Calhoun, Jackson, Pleasants, Ritchie, Roane, Wirt, and Wood counties.	John Handley
District 4	Doddridge, Harrison, Marion, Monongalia, Preston and Taylor counties	Dave Merchant
District 5	Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral and Morgan counties	Duane Waller
District 6	Brooke, Hancock, Marshall, Ohio, Tyler and Wetzel counties	John Handley
District 7	Barbour, Braxton, Gilmer, Lewis, Upshur and Webster counties	John Handley
District 8	Pendleton, Pocahontas, Randolph and Tucker counties	Duane Waller
District 9	Fayette, Greenbrier, Monroe, Nicholas and Summers counties	Shelia Young
District 10	McDowell, Mercer, Raleigh and Wyoming counties	Shelia Young

# Contact Information

Contact	Email	Phone
Shelia Young	shelia.s.young@wv.gov	304-352-6979
John Handley	john.w.handley@wv.gov	304-352-5267
Duane Waller	duane.w.waller@wv.gov	304-352-3907
Dave Merchant	kevin.d.merchant@wv.gov	304-414-6889





# Interstate Certification

The application process remains unchanged, as per 49 CFR Part 26.

## West Virginia Firms:

You will need to complete the reevaluation process **before** you can apply or reapply for interstate DBE certification in other states.

## Out-of-State Firms (OSF):

You must first complete the reevaluation process in your Jurisdiction of Original Certification ("home state") **before** you can apply or reapply for interstate DBE certification in West Virginia.

## OSFs still need to submit:

- **Cover Letter**
- **Proof that your firm has completed the JOC reevaluation process.**
- **Declaration of Eligibility (pending form update)**

Contact:

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# Recertification Roadmap

Group	Districts	Timeframe
Group 1	D1, D5, and D10	Rolling
Group 2	D2, D6, and D8	Rolling
Group 3	D3, D4, and D7	Rolling
Group 4	D9 (catch-up)	Rolling
Group 5	Interstate Applications	Mid-March
Group 6	New Applications	Early April



# Next Steps...



**Firm owners can begin or continue working on their Personal Narratives, Personal Net Worth Statements, and Supporting Documentation.**



**When ready, documentation can be submitted by email to your DBE Specialist (by district, see previous slide.)**



**Materials will be reviewed in preparation for DBE Certification Committee meetings.**



**Applicants will be informed of the outcome of their submissions by letter and/or email.**



# Requested Submission Date

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**Monday, March 2, 2026**

- Submissions will **still be accepted** after the requested deadline; however, materials received on or by the deadline will be processed before materials received afterwards. Until firms complete the reevaluation process, they will remain ineligible for counting towards DBE participation.



# Questions?

**West Virginia Department of Transportation**

**Division of Highways**

**Civil Rights Compliance Division**

**1900 Kanawha Blvd., E.**

**Bldg. 5, Room A-550**

**Charleston, WV 25305**

**Website:**

**[www.transportation.wv.gov/crc/DBE](http://www.transportation.wv.gov/crc/DBE)**

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