

INTERSTATE DBE APPLICATION PROCESS



To successfully apply for Interstate Certification in the South Dakota Department of Transportation's (SDDOT) Disadvantaged Business Enterprise Program (DBE), the following documents must be submitted:

- ✓ A cover letter that specifies the following:
 - a. Your Jurisdiction of Original Certification (JOC)
 - b. A list of other Unified Certification Programs (UCP) that you are certified in
 - c. Your current certification type (DBE/ACDBE)

SDDOT UCP Interstate Cover Letter can be found here:

<https://dot.sd.gov/media/documents/DBE/SDUCP%20Interstate%20Cover%20Letter.pdf>

- ✓ An electronic image of the UCP directory of your JOC that clearly shows your DBE/ACDBE certification. *Example: a screenshot of your listing in the DBE or other directory of your original certifying state/city/etc (JOC).*

- ✓ A completed and signed version of the Declaration of Eligibility (DOE) form.

SDDOT DOE and Info Form can be found here:

<https://dot.sd.gov/media/documents/DBE/Declaration%20of%20Eligibility%20&%20Info%20Form.pdf>

- ✓ Most recent business tax return (gross receipts).



The Process

- 1 Submit documentation to SDDOT:
Mail completed applications to:

**South Dakota Department of Transportation
DBE Program
700 E. Broadway Ave.
Pierre, SD 57501**

Establish a secure share drive by contacting:

kyle.watkins@state.sd.us

- 2 Staff reviews submitted cover letter, UCP directory, DOE, and gross receipts.
- 3 Staff notifies the firm of certification decision within 10 business days.



DBE Supportive Services Provider

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