

## Temporary Procedures for Caltrans – Office of Civil Rights - Certification

The following temporary procedures, pursuant to guidance by the United States Department of Transportation (USDOT), are in place to address certification issues affected by the COVID-19 public health emergency.

As of **April 2, 2020**, the California Department of Transportation (Caltrans), Office of Civil Rights, Certification Branch, is working remotely.

The most efficient way to reach us is by email at [DBE.Certification@dot.ca.gov](mailto:DBE.Certification@dot.ca.gov), which is monitored Monday through Friday, 8 AM to 5 PM.

**We will be responding to voice messages and emails by close of the next business day.**

Currently, Certification Branch personnel do not have access to certain documents nor are there electronic systems for firms to submit documents.

In addition, we do not have access to the US Postal Service mail that would have arrived after April 1, 2020. We urge firms to send (or resend) all correspondence by email to [DBE.Certification@dot.ca.gov](mailto:DBE.Certification@dot.ca.gov).

For firms certified by another agency, please contact the agency that certified your firm. The roster is [attached](#).

---

### **ANNUAL UPDATE AFFIDAVIT (AUA)/MATERIAL CHANGE NOTIFICATIONS**

Please send by email your Annual update affidavits (AUA) forms including documentation of business size such as tax returns, and notifications of material changes.

The deadline can be extended up to 60 days. We will continue to send AUA reminder notices by e-mail.

---

Additional guidance may be developed as needed, please check <https://dot.ca.gov/programs/civil-rights/dbe>.

We appreciate your patience as we identify other potential effects of the COVID-19 public health emergency on small businesses, which are vital to California's economy.

Please take all necessary precautions to remain safe and continue the good work.