

MBE / WBE / DBE / VOB Participation Overview & Checklist

What Are These Programs?

MBE – Minority Business Enterprise

WBE – Women Business Enterprise

DBE – Disadvantaged Business Enterprise (federally recognized)

VOB – Veteran-Owned Business

These certifications are used to promote inclusion and equitable access to public contracts for historically underrepresented or disadvantaged groups.

Why It Matters

Publicly funded projects often set goals or requirements to ensure a portion of the contract value is awarded to certified MBE/WBE/DBE/VOB firms. These goals encourage economic growth, competition, and community impact.

Typical Participation Goals (Example Ranges)

- MBE – 10% to 15%
- WBE – 5% to 10%
- DBE (Federal DOT projects) – 10%
- VOB – 3% to 5% (when applicable or encouraged)

Contractor Compliance Checklist

- ☐ Review contract for applicable participation goals
- ☐ Submit MBE/WBE/DBE/VOB plan with bid
- ☐ Use certified firms listed on state or federal directories

- ☐ Maintain records of subcontractor payments
- ☐ Submit monthly utilization reports
- ☐ Provide copies of certification for all diverse vendors
- ☐ Notify owner if any substitution or shortfall is anticipated

Enforcement and Monitoring

Contractors may be required to make a "good faith effort" to meet participation goals, even if the goals are not mandatory quotas. Documentation of outreach, solicitation, and utilization is critical to compliance and auditing.