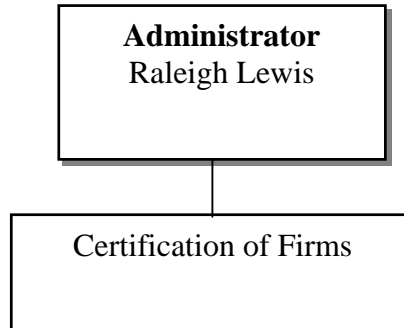


# OFFICE OF MINORITY, WOMEN AND EMERGING SMALL BUSINESS

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- Conduct certification review.
- Provide direct inquiry access to directory for:
  - ✓ Certified minority & women-owned firms
  - ✓ Certified emerging small businesses
- Conduct public awareness activities.
- Act as a resource/referral service for certified firms.

Minority, Women & Emerging Small Business	
2003-2005 Approved	2005-2007 Requested
5 Positions	5 Positions
5.00 FTE	5.00 FTE
\$699,603	\$773,693

# OFFICE OF MINORITY, WOMEN AND EMERGING SMALL BUSINESS

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## Mission

To ensure that minorities, women and emerging small businesses have access to targeted contracting opportunities in both the public and private sectors.

## What we do

The Office of Minority, Women and Emerging Small Businesses (OMWESB) is the sole certification authority in Oregon to administer the Disadvantaged, Minority, Women and Emerging Small Business Enterprise certification programs. The office is responsible for certification, directory maintenance, referral, and public awareness, while the governor's advocate is responsible for promotion and outreach. Statutory authority is found in ORS 200.

## Program delivery

### *Disadvantaged Business Enterprise Program (DBE)*

This federally mandated certification program allows eligible minority- and women-owned firms to bid on contracts targeted by recipients of federally funded transportation related monies. The eligibility criteria for this certification are based on US Department of Transportation regulations as provided in 49 CFR 26.

### *Minority and Women Business Enterprise Programs (MBE/WBE)*

These state certification programs allow eligible minority- and women-owned firms to bid on contracts targeted by state, city, county, and other local jurisdictions. Some private companies also offer contracting opportunities to our certified firms. The eligibility criteria for these programs are found in OAR 445.

### *Emerging Small Business Program (ESB)*

This state certification program is race- and gender-neutral and allows eligible Oregon-based small businesses to bid on contracts targeted by state, city, county and other local jurisdictions. The eligibility criteria for this program are found in OAR 445.

Effective December 1, 2000, certifications became valid for three years, instead of one. Now the office only requires a no-change affidavit annually, significantly reducing the burden on certified firms and somewhat reducing the staff time required to review the affidavits rather than re-certifications. In the 2003-04 fiscal year, OMWESB certified 453 new applications and re-certified 184, decreasing re-certifications by 76 percent (574 less). Although the decreased workload from re-certifications is somewhat offset by the staff time required to review no-change affidavits, this has decreased paperwork and has allowed the office to focus on providing assistance and information to minority, women and emerging small business through education, directory maintenance, and referral services.

	FY 1999-00	FY 2000-01	FY 2001-02	FY 2003-04
<b>New applicants certified</b>	524	436	343	453
<b>Applicants re-certified</b>	499	403	758	184
<b>No-change affidavits</b>	150	334	607	1189
<b>Total</b>	1,173	1,173	1,708	1,826

# OFFICE OF MINORITY, WOMEN AND EMERGING SMALL BUSINESS

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## Accomplishments, 2003-2005

- Reduced paperwork for applicant firms and OMWESB staff by streamlining processes.
- Coordinated re-certification of DBE, MBE, WBE & ESB program renewals to one date to reduce burdens on certified firms and improve program efficiency.
- Established timelines for completion of all certification and renewal applications.
- Improved certification directory search capabilities on the OMWESB Web site.
- Increased outreach efforts to improve participation in targeted projects.
- Implemented alternative dispute resolution for denial or removal of certification, reducing contested case hearings.

## Anticipated results, 2005-2007

- Reduce the average time to complete certification and renewal applications.
- Increase the number of certified firms as certification timelines decrease.
- Increase awareness of the certified firm directory to help public and private users improve its use.
- Implement an online application form to facilitate ease and timely processing of certifications.
- Refine and update administrative rules to streamline the certification requirements and to clarify the certification criteria and process. This will reduce confusion for applicants and lower expenditures for appeal hearings.
- Maintain a fully trained staff that understands program certification requirements and business industry standards.
- Assist state and local jurisdictions' targeted purchasing programs.

## Key performance measures and related outcomes

OMWESB exists to maximize economic opportunities for certified firms, with the goal of promoting their success. Because efficiency in the certification process has a direct impact on the economic success of these firms, OMWESB tracks the following key performance measure:

- Percent of timelines for key activities that are met. Target: 95 percent. Status: 94.3 percent.

## Revenues

OMWESB receives its funding from two sources:

- State agency assessment based on FTE
- Funding from the Oregon Department of Transportation

The state agency assessment is derived from all other state agencies that benefit from the growth of small business in Oregon. The agencies are assessed a fee based on non-federal, full-time equivalent position authority of all state agencies.

The Oregon Department of Transportation provides funding based on the number of actively certified DBE and ESB firms that are certified in products or services specific to ODOT Codes in road/highway construction, engineering, surveying and supplier codes.

# OFFICE OF MINORITY, WOMEN AND EMERGING SMALL BUSINESS

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## Governor's Recommended Budget

	Request	FTE
<b>2003-05 Legislatively Adopted Budget</b>	\$ 699,603	5.00
<b>Base Budget Adjustments</b>		
Net Cost of 2003-05 Position Actions:		
Administrative, Biennialized E-Board, Phase-outs	\$ 57,822	-
Estimated Cost of 2005-07 Merit Increase	\$ 9,945	-
<b>Subtotal: 2005-07 Base Budget</b>	<b>\$ 767,370</b>	<b>5.00</b>
<b>Essential Package 010—Non-PICS Adjustments</b>		
Vacancy factor adjustment.	\$ -	-
Non-PICS adjustments for unemployment, overtime, temporaries, and mass transit taxes calculated as .006 of base salaries and wages.	\$ 28,210	-
<b>Essential Package 030—Cost Adjustment for Inflation and Price List</b>		
Cost of Goods & Services Increase/(Decrease)	\$ 6,183	-
Increase/shift in State Government Service Charges.	\$ (12,845)	-
<b>Subtotal: 2005-07 Essential Budget Level</b>	<b>\$ 788,918</b>	<b>5.00</b>
<b>Policy Packages</b>		
Package 090 Analyst Adjustment	\$ (15,225)	-
<b>Total: 2005-07 Governor's Recommended Budget</b>	<b>\$ 773,693</b>	<b>5.00</b>

# OFFICE OF MINORITY, WOMEN AND EMERGING SMALL BUSINESS

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## Revenues and Disbursements

<b>2005-07 Beginning Balance</b>		<b>\$ 175,329</b>
Revenues		
Interest Income	\$ 14,902	
Subtotal Revenues		\$ 14,902
Transfers		
Transfer In - Department of Administrative Services	\$ 761,775	
Transfer In - Department of Transportation	\$ 613,271	
Transfer Out - Governor's Office	\$ (428,650)	
Transfer Out - Intrafund	\$ (206,377)	
Subtotal Transfers		\$ 740,019
Available Funds		\$ 930,250
Budget		\$ 773,693
<b>2005-07 Ending Balance</b>		<b>\$ 156,557</b>