



**ALL FUNDS MUST BE USED BY 12/31/2011**

Claims/Mediation     
  Bonding Premium     
  Webpage/Marketing     
  Certified Financials

DBE Firm Name \_\_\_\_\_ Phone no. \_\_\_\_\_

Contact Name \_\_\_\_\_ Certification no. \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
 City                                      State                                      Zip

**Please Check**

Actively bid/work on FHWA Projects   
  Owner   
  Key Employee   
  Registered on Bidders Registration List

_____ <b>Vendor Information (Name of Company)</b>	
_____ <b>Date of Service</b>	
_____ <b>Vendor Statement (Attach Invoice)</b>	
_____ <b>Form of Payment (Attach Proof of Payment)</b>	
_____ <b>Signature of DBE Owner</b>	_____ <b>Date of Request</b>

Amount of this request    \$ _____ <input type="checkbox"/> Approved / Reason: _____ <input type="checkbox"/> Denied / Reason: _____ Not to Exceed:            \$ _____ Date Applicant Notified: _____	<b>Civil Rights Office Use Only</b> <input type="checkbox"/> Application Complete <input type="checkbox"/> Invoice Attached <input type="checkbox"/> Proof of Payment Attached _____ Support Services Initial / Date
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# In House Financial DBE Programs

2011



Alaska Department of Transportation & Public Facilities

Civil Rights Office  
Civil Rights In Motion

**\*\*\* Incomplete applications may be returned without processing. \*\*\***

## APPLICATION REQUIREMENTS

**Approval of each application is contingent on (1) the availability of funds, (2) the DBE firm qualifying, (3) the participant qualifying, and (4) the assistance qualifying.**

**WHO QUALIFIES?** Owners and \*Key Employees of: DBE firms certified one year or longer and which actively pursue work or are working on Federal Highway Administration (FHWA) construction projects.

\*Key Employees must be named on file as a Key Employee (1) at the time of application, (2) at the time training or assistance takes place, AND (3) the Key Employee must have been employed with the DBE at least one year (not necessarily as a key employee) prior to training or assistance beginning.

**WHAT QUALIFIES & HOW MUCH?** To the extent of funds available, applications are processed on a first come serve basis and has met the requirements of the application. These financial programs have been set up to assist DBE's with cost associated expenses when bidding for FHWA contracts. Each dollar amount has been set and shall not exceed it.

**Bonding Assistance (\$5000 per DBE)** To provide financial assistance to DBE's by paying the premium when attaining insurance bonding pertaining to a DOT project.

**Claims Assistance/Mediation Services (\$5000 per DBE)** To provide financial assistance to DBE's with legal consultation, guidance when filing a claim, or mediation pertaining to a DOT project. It will be the responsibility of each DBE to find an attorney for this service. The Civil Rights Office will not be participating in referral activity.

**Web Development or Upgrades/Marketing (\$1500 per DBE)** To provide financial assistance to DBE's for development of a website, upgrades and/or modifications and financial assistance for marketing material such as brochures, etc..

**Certified Financials (\$5,000 per DBE)** To provide financial assistance to DBE's for certifying their firms financials.

**HOW TO APPLY:** Complete the application and submit it with the following (**failure to respond within 10 working days to requests for information will result in the return or denial of your application**). Applications are processed on a first come serve basis pending availability of funds:

- **A copy of a detailed invoice from Vendor**
- **For hourly assistance, a document with services that have been provided, the hourly rate for the services, and a total cost for the services.**
- **Documentation that proves that you actively bid or work on FHWA projects (listed on the bidders registration list – DBE Directory) and/or Name of DOT Project that you bid on or awarded.**
- **Proof of payment (front and back of check, bank statement, credit card statement, etc.) for the approved costs.**

**Submit applications and backup to:**

ADOT&PF  
**Mail:** PO Box 196900  
Attn. Support Services  
Anchorage, Alaska 99519

**Email:** [winnie.cichosz@alaska.gov](mailto:winnie.cichosz@alaska.gov)

**Phone:** 907-269-0845

**Fax:** 907-269-0847