



# 50% DBE REIMBURSEMENT

TRAINING

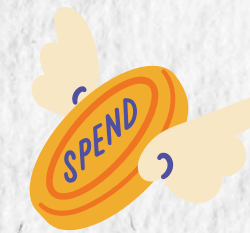


# Agenda



**WHAT IS THE 50% DBE REIMBURSEMENT FORM?**

**WHO/WHAT QUALIFIES?**



**HOW DO I FILL OUT THE FORM?**



**WHO DO I GIVE THE FORM TO ONCE ITS FILLED OUT?**

**ALL THIS AND MORE!**



# What is the 50% DBE reimbursement program?



**DESIGNED TO EMPOWER  
AND SUPPORT DBE'S!**



**FINANCIAL  
ASSISTANCE!**

**FOSTERS BUSINESS  
GROWTH!**



**ENHANCES  
COMPETITIVENESS IN THE  
MARKETPLACE!**



# Authority

**23 CFR 230: SUBPART B – SUPPORT  
SERVICES FOR MINORITY, DISADVANTAGED,  
AND WOMEN BUSINESS ENTERPRISES**





# Approval of the Application is Contingent Upon...



**FUNDS AVAILABILITY**



**QUALIFIED DBE  
FIRMS BASED IN  
ALASKA**

**SUBMISSION OF A  
COMPLETED APPLICATION  
WITH SUPPORTING  
DOCUMENTS**



# Who Qualifies?



**DBE'S WITH ALASKA AS  
THEIR HOME BASE  
CERTIFICATION**



**DBE FIRMS REGISTERED  
ON THE BIDDERS  
REGISTRATION WEBSITE**

**DBE FIRMS ACTIVELY  
BIDDING ON DOT FWHA  
FUNDED PROJECTS SUCH AS:**

- **EMPLOYEES**
- **OWNERS**
- **ON-SITE  
REPRESENTATIVES**



# Before Submitting an Application!



**CHECK YOUR BIDDERS  
REGISTRATION STATUS!**

**IF YOU ARE NOT REGISTERED, SUBMIT  
YOUR:**

**25D-6 PSA CONSULTANT  
REGISTRATION**

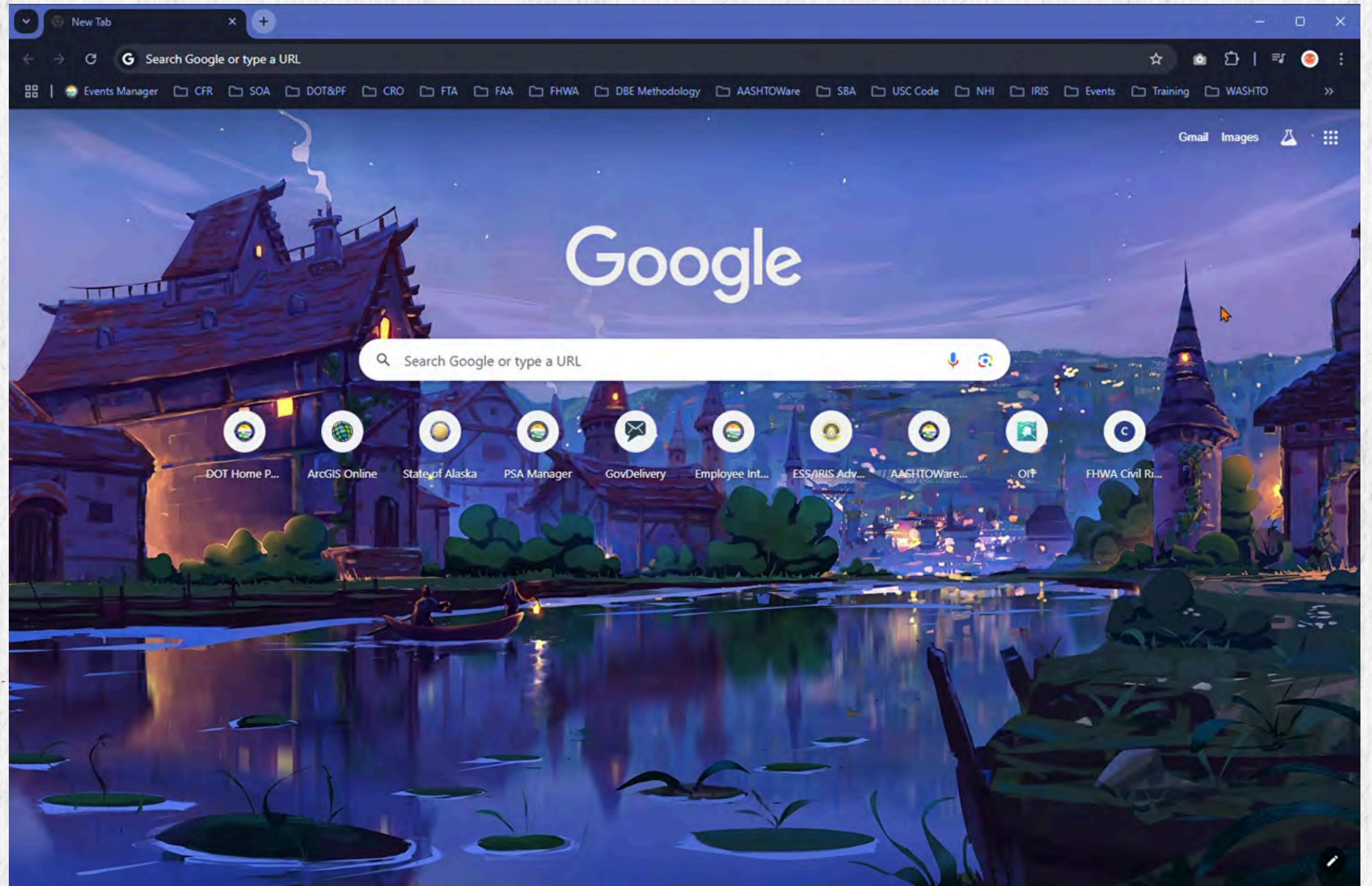
**OR**

**25D-6 BIDDERS  
REGISTRATION**

**TO [DOT.CRO.FORMS@ALASKA.GOV](mailto:DOT.CRO.FORMS@ALASKA.GOV)**

# Where to find your Bidders Registration

DEMONSTRATION OF  
HOW TO SEE IF YOU ARE A  
REGISTERED BIDDER



[HTTPS://DOT.ALASKA.GOV/CVLRTS/BIDREG/BIDREG.CFM](https://dot.alaska.gov/cvlrts/bidreg/bidreg.cfm)

# Reimbursement period for FFY2025



**THE MAXIMUM REIMBURSEMENT  
PER QUALIFYING DBE FIRM PER  
BENIFIT YEAR IS \$2,500.00**

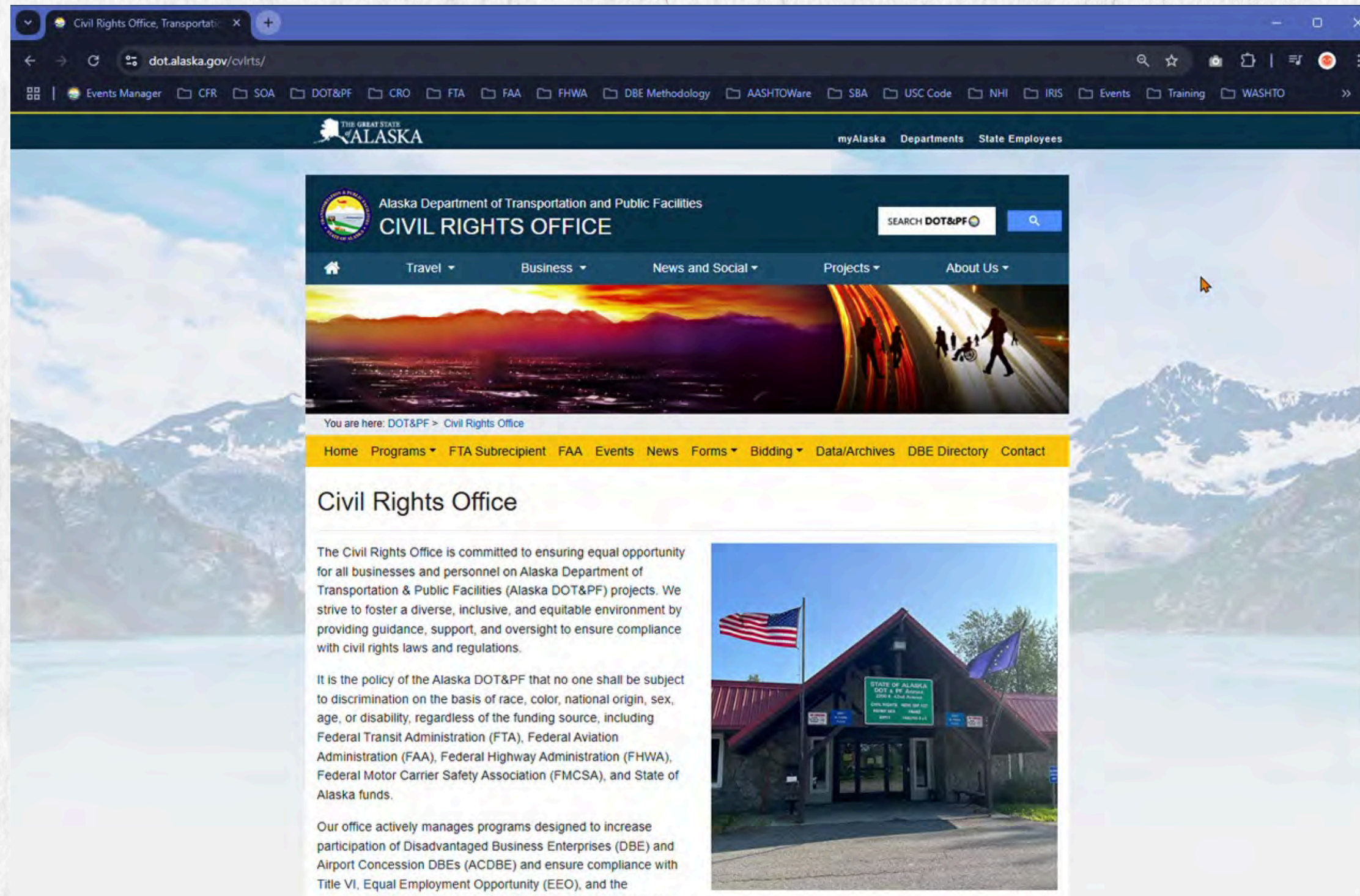


**OCTOBER 1ST 2024  
TO  
SEPTEMBER 30TH 2025**



**AN ADDITIONAL \$2,500.00 MAY  
BE SUBMITTED AT THE END OF  
THE FEDERAL FISCAL YEAR  
(SEPTEMBER 1ST-30TH) IF  
FUNDS ARE AVAILABLE**

# DBE certification number



DEMONSTRATION OF  
HOW TO FIND YOUR DBE  
CERTIFICATION NUMBER



[HTTPS://DOT.ALASKA.GOV/CVLRTS/DIRECTORY.SHTML](https://dot.alaska.gov/cvlrts/directory.shtml)





# IRIS vendor ID

## START EARLY



**THE VENDOR ID IS THE ID  
USED TO LOGIN TO IRIS**

**NEED HELP WITH IRIS?  
THE VENDOR HELP DESK IS AVAILABLE:  
MONDAY-FRIDAY  
FROM 8:00AM - 4:30PM**



**PHONE NUMBER:  
907-465-5555**

**EMAIL:  
DOA.DOF.VENDOR.HELPDESK@ALASKA.GOV**



**[HTTPS://DOA.ALASKA.GOV/DOF/VENDOR.HTML](https://doa.alaska.gov/dof/vendor.html)**

# Types of services and applicable expenses



TYPES OF SERVICE:	APPLICABLE EXPENSES:	WHAT IS REIMBURSABLE?
ALASKA SMALL BUSINESS DEVELOPMENT CENTER (SBDC)	WORKSHOPS AND TRAININGS ARE REIMBURSABLE AT 90% OF THE COST	REGISTRATION FEE
BUSINESS MANAGEMENT	<ul style="list-style-type: none"> <li>• LEGAL SERVICES</li> <li>• CONSULTING SERVICES</li> <li>• MARKETING SERVICES</li> <li>• HUMAN RESOURCES</li> <li>• TAX PREPARATIONS</li> <li>• BUSINESS INSURANCE</li> <li>• ACCOUNTING SOFTWARE</li> </ul>	<ul style="list-style-type: none"> <li>• FIXED/STANDARD FEE</li> <li>• HOURLY FEE</li> <li>• RETAINER FEE</li> <li>• SOFTWARE FEE</li> </ul>
INDUSRY MEMBERSHIP	MEMBERSHIP FEES MUST FIT WITHIN TYPE OF INDUSTRY OR DBE BUSINESS	<ul style="list-style-type: none"> <li>• MONTHLY FEE</li> <li>• YEARLY FEE</li> </ul>
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> <li>• CONFERENCE</li> <li>• NETWORKING</li> <li>• SEMINAR</li> <li>• TRAINING</li> <li>• WORKSHOP</li> </ul>	<ul style="list-style-type: none"> <li>• AIRFARE IF TRAVELING IS LONGER THAN 50 MILES</li> <li>• MILEAGE IF TRAVELING IN-STATE AND OUT-OF-STATE</li> <li>• LODGING</li> <li>• REGISTRATION FEE</li> </ul>
TECH SUPPORT	<ul style="list-style-type: none"> <li>• ANTI-VIRUS PROTECTION</li> <li>• CYBERSECURITY</li> <li>• INTERNET</li> </ul>	<ul style="list-style-type: none"> <li>• MONTHLY FEES</li> <li>• SOFTWARE FEES</li> </ul>





# Required supplemental paperwork

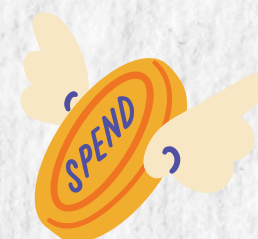


START EARLY

## OFFICIAL INVOICES

## PAYMENT INFORMATION

- NAME OF VENDOR AND LOGO (IF APPLICABLE)
- VENDOR'S ADDRESS
- DATE OF SERVICE
- DBE'S INFORMATION (IF POSSIBLE)
- WEBSITE OR ADDITIONAL INFORMATION IF THE TYPE OF SERVICE IS UNCLEAR



- NAME OF THE BANK AND LOGO
- MAILING ADDRESS OF THE BANK
- BANK STATEMENT MONTHS
- DBE INFORMATION
- COPY/LINE OF THE SPECIFIC TRANSACTION



# How to fill out expenses

**SPECIFY THE DATE THE  
PAYMENT WAS MADE OR  
THE MONTHS FOR WHICH  
THE SERVICE IS COVERED**



**INDICATE THE UNIT  
PRICE, WEATHER IT'S A  
MONTHLY OR YEARLY  
COST**



**ATTACH A COPY OF THE  
BANK STATEMENT OR  
RELEVANT INFORMATION  
FROM THE CHECK**

**SUM UP THE TOTAL  
AMOUNT PAID FOR THE  
EXPENSE**



**ATTACH BOTH AND  
OFFICIAL INVOICE AND  
BANK INFORMATION AS  
REQUIRED**

**SPECIFY WHERE THE  
EXPENSE WAS  
PURCHASED FROM**



# How to fill out expenses: Examples



EXPENSE/VENDOR	UNIT PRICE	TOTAL PAID	DATE PAID OR MONTHS	ATTACHMENTS INVOICE <input type="checkbox"/> BANK INFO <input type="checkbox"/>
ALASKA SBDC TRAINING	\$0.00	\$100.00	10/01/2023	INVOICE <input checked="" type="checkbox"/> BANK INFO <input checked="" type="checkbox"/>
AGC ANNUAL MEMBERSHIP	\$150.00	\$150.00	12/15/2023	INVOICE <input checked="" type="checkbox"/> BANK INFO <input checked="" type="checkbox"/>
INTUIT TAX PREPARATION	\$50.00	\$200.00	JANUARY TO APRIL	INVOICE <input checked="" type="checkbox"/> BANK INFO <input checked="" type="checkbox"/>
NORTON 360 ANTI-SOFTWARE	\$60.00	\$300.00	JANUARY TO MAY	INVOICE <input checked="" type="checkbox"/> BANK INFO <input checked="" type="checkbox"/>
QUICKBOOKS	\$35.00	\$105.00	OCTOBER TO MARCH	INVOICE <input checked="" type="checkbox"/> BANK INFO <input checked="" type="checkbox"/>





# Before you submit



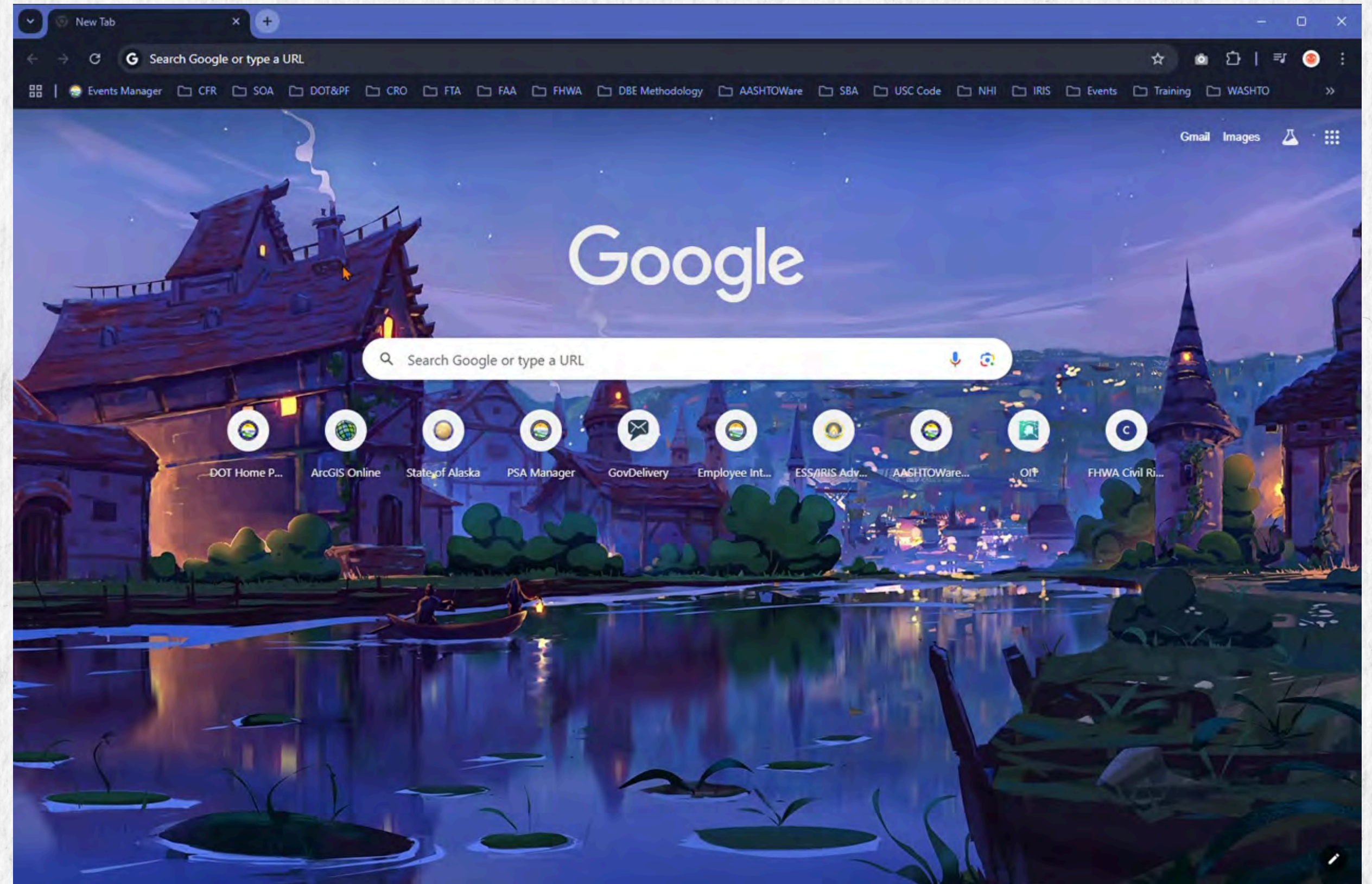
**COMPLETE ALL  
SECTIONS OF THE  
FORM ACCURATELY  
AND LEGIBLY**

**PROVIDE DETAILED  
AND CLEAR  
INFORMATION FOR  
EACH REIMBURSABLE  
EXPENSE**

**DOUBLE-CHECK THAT ATTACHED  
DOCUMENTS (INVOICE AND  
BANK INFO) ARE COMPLETE AND  
MATCH THE INFORMATION  
PROVIDED ON THE FORM**



# Where to find this form on the CRO website



[HTTPS://DOT.ALASKA.GOV/CVLRTS/SS.SHTML](https://dot.alaska.gov/cvlrts/ss.shtml)



# Where to submit this form



APPLICANTS CAN SUBMIT THEIR COMPLETED 50% DBE REIMBURSEMENT FORM ONE OF THE FOLLOWING WAYS:

DOT.CRO.PROJECTSDOCS@ALASKA.GOV



OR

BRITTNEY.HOFFERT@ALASKA.GOV





# Stay in the know!

VIEW OUR UPCOMING EVENTS AND MORE HERE:

[DOT.ALASKA.GOV/CVLRTS/EVENTS.PHP](https://dot.alaska.gov/cvlrts/events.php)





# Contact Us!

EMAIL US AT:

[DOT.CRO.PROJECTSDOCS@ALASKA.GOV](mailto:DOT.CRO.PROJECTSDOCS@ALASKA.GOV)

