



Please complete the application and attach the supporting documents. See page 2 for detailed instructions.

Name: _____ DBE Firm
 Owner's Name: _____
 Mailing Address: _____ Certification Number: _____
 E-mail Address: _____
 Phone Number: _____ Date of Request: _____

Reimbursement Requested:

Training <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/>	Unit Price: \$ _____ Total Price: \$ _____	Date Completed: _____
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Hourly Assistance	Unit Price: \$ _____ Total Price: \$ _____	Service rendered Date: _____
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Professional Association/Membership	Unit Price: \$ _____ Total Price: \$ _____	Service rendered Date: _____
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SBDC Training (90% Reimbursement)	Unit Price: \$ _____ Total Price: \$ _____	Service rendered Date: _____
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Reimbursement Amount Requested	Total Paid: \$ _____ Total Requested (50%): \$ _____	DBE Owner Signature/Date: _____
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Civil Rights Office Use Only

Date Received: _____	<input type="checkbox"/> Registered on Bidders Registration
Amount of this request \$ _____	<input type="checkbox"/> Proof of payment attached
Approved / Denied – Reason: _____	<input type="checkbox"/> Invoice Attached
Not to Exceed: \$ <u>2,500.00</u>	<input type="checkbox"/> Application complete
Date Applicant Notified: _____	_____
	CRO DBE Staff Signature & Date



E-mail application to: Erica Garcia erica.garcia@alaska.gov
 T: 907-269-0844 F: 907-269-0847 / Within AK (800) 770-5326

DBE 50% Reimbursement Requirements

Approval of application is contingent upon:

- (1) Funds available
- (2) Qualified DBE firm or OSR
 - ***Only certified DBEs, whose home base certification is the state of Alaska, are eligible to participate in the 50% Reimbursement Program. DBEs whose certifying home state is not Alaska will not be eligible for reimbursement. However, out-of-state firms will continue to be eligible for all other services provided by the DBE program.***
- (3) Qualified training or assistance program(s)
- (4) Completed application with supporting documents
 - Applicants will be notified if the application is incomplete and will be required to submit all supporting documents for the application to be considered for reimbursement.

The DBE 50% Reimbursement program approves 50% of the cost you paid for work-related expenses. Up to \$2,500.00 can be reimbursed annually per DBE.

WHO QUALIFIES?

A DBE firm (employees, owners or on-site representatives) that is actively bidding on DOT Federal Highway Administration (FHWA) funded projects or is registered on the Bidders Registration.

WHAT QUALIFIES and HOW MUCH?

To the extent that funding is available, applications are processed on a first-come, first-served basis, provided the application has met the stated requirements. These financial programs have been set up to assist DBEs with cost-associated expenses when bidding on Registered Bidders for FHWA contracts. Each dollar amount has been set, and shall not exceed the stated amount. The reimbursement limit is \$2,500.00 per qualifying DBE firm per benefit year (October 1, 2020 to September 30, 2021).

Please note that Alaska SBDC (Small Business Development Center) Training can be reimbursed up to 90% of the total invoice for training and/or consultations.

HOW TO APPLY

Applications are processed on a first come, first served basis and are date stamped by the CRO. Please complete the application and submit the supporting documents. Applications must be submitted with all required supporting documents outlined in the application. Applicants will be notified if the application is incomplete and will be required to submit all supporting documents for the application to be considered for reimbursement.

1. Training/Workshops/Conferences

Please provide an invoice or receipt and proof of payment. Proof of payment can be a copy of the check (front and back) and bank statement showing that it cleared the account. Proof of account ownership is also required.



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2. Memberships

Please provide an invoice or receipt and proof of payment. Proof can be your bank statement or a copy of the check (front and back) and bank statement showing that it cleared the account. Proof of account ownership is also required.

3. Hourly Assistance

Please provide an invoice from the firm stating: the services performed, the hourly rate, the total cost of the service, and proof of payment. Proof can be your bank statement or a copy of the check (front and back) and bank statement showing that it cleared the account. Proof of account ownership is also required. Examples of hourly assistance eligible for reimbursement are accounting, legal services, consulting, and other types of hourly assistance that directly benefit the DBE firm.

**** Application approval is at the sole discretion of Alaska DOT&PF CRO DBE Business Development Office****

Submit completed application to:

Mail: Alaska DOT&PF Civil Rights Office
P.O. Box 196900

Attn: DBE Business Development Office
Anchorage, AK 99519-6900

Email: aaron.nickols@alaska.gov
erica.garcia@alaska.gov

Phone: 907-269-0850
907-269-0844

Fax: 907-269-0847



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