



Complete this application and attach supporting documentation, reference page two for details.

Date of Request: _____ DBE Firm Phone # _____

DBE Firm Name: _____

DBE Firm Address: _____

DBE Firm E-mail Address: _____

DBE Certification # _____

DBE Firm Owner's Name: _____

Select Type of Reimbursement Requesting:

Training/Workshop/Conference Name: _____

Date of Training/Workshop/Conference Name: _____

Type of Hourly Assistance: _____

Date of Service: _____

Association Name/Membership/Dues for: _____

Date of Service: _____

SBDC Core Training(90% reimbursement) _____

Date of Training: _____

Amount of Request \$ _____

Signature of DBE Owner

Civil Rights Office Use Only	
Date Received: _____	Documentation Received:
Amount previously reimbursed current FFY \$ _____	Active bid/work on FHWA Projects
Amount of this request: \$ _____	Proof of Payment
Denied _____	Invoice Attached
Reason _____	Application Complete
Approved _____	
Not to Exceed: _____	
Date Applicant Notified: _____	
Support Services Signature/Date	



ADOT& PF Civil Rights Office
P.O. Box 19600 Anchorage, Alaska 99519-6900
www.dotcivilrights.alaska.gov | Ph: 907-269-0851 | Fax: 907-269-0847



DBE 50% REIMBURSEMENT 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 training or assistance qualifying. As this is a reimbursement program, 50% of the approved costs you pay, up to \$1000 annually can be reimbursed.

WHO QUALIFIES?

Owners and *Key Employees of:

- DBE firms 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.

WHAT QUALIFIES?

Training, workshops, professional memberships, software or professional assistance that can enhance a DBE's abilities to obtain work associated with FHWA projects.

HOW MUCH?

To the extent funds are available, the reimbursement limit is \$1,000 per qualifying DBE firm per benefit year (January 1 to December 31).

HOW TO APPLY

Applications are processed on a first come first serve basis. Complete the application and submit backup documentation. **Failure to respond within ten working days to request for missing documents will result in the denial of your application.** Please contact the CRO with any questions about backup documentation.

- **For hourly assistance, a letter/invoice from the Firm/Instructor explaining the services that have been provided, the hourly rate for the services, and a total cost for the services.**
- **Documentation showing the training content, cost, date(s) and time(s) of workshop or training (for example, workshop brochures, course catalog, or other published information).**
- **Documentation that proves you actively bid or work on FHWA projects, such as the Bidders Registration form.**
- **Proof of completion for each approved participant (certificate of completion, or letter from instructor).**
- **Each application MUST include proof of payment which could be: back and front copy of check, credit card statement, bank statement.**

Submit application and backup documentations to:

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

Email: winnie.cichosz@alaska.gov

Phone: 907-269-0845

Fax: 907-269-0847