



Complete the application and attach the supporting documents. See page 2 for details.

Name: _____ DBE Firm
 Owner's Name: _____
 Mailing Address: _____ Certification No.: _____
 E-mail Address: _____
 Phone No.: _____ Date of Request: _____

Reimbursement Requested:

Training/Workshop/Conference	Conference Date:
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Type of Hourly Assistance	Service Date:
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Professional Membership/Association Name	Service Date:
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SBDC Training (90% Reimbursement)	Training Date:
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Amount of Reimbursement Requested	Signature of DBE Owner & Date
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Civil Rights Office Use Only	
Date Received: _____	<input type="checkbox"/> Registered on Bidders Registration
Amount previously reimbursed current FFY \$ _____	<input type="checkbox"/> Proof of payment attached
Amount of this request \$ _____	<input type="checkbox"/> Invoice Attached
Approved / Denied – Reason: _____	<input type="checkbox"/> Application complete
Not to Exceed: \$ _____	_____
Date Applicant Notified: _____	Support Services Coordinator Approval Signature & Date

AKDOT&PF Civil Rights Office

P.O. Box 196900, Anchorage, AK 99519-6900

Matt.delabruere@alaska.gov T: 907-269-0850 F: 907-269-0847 Within AK (800) 770-5326



DBE 50% Reimbursement Requirements

Approval of application is contingent on:

- (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 Support Services.*
- (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, up to \$2000.00 can be reimbursed annually.

WHO QUALIFIES?

DBE owners and OSR(s) actively bidding are registered on Bidder Registration, currently working on Federal Highway Administration (FHWA) construction projects within Alaska qualify for reimbursement. OSR(s) must be named on the certification file as a “key” employee at the time the service was rendered and before the application is turned in.

WHAT QUALIFIES?

Training, workshops, professional memberships, software (e.g. bidding, accounting, project management, etc.), and professional assistance that can increase a DBE’s ability to obtain work associated with FHWA projects.

HOW MUCH?

The reimbursement limit is \$2000.00 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 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 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 can be a copy of the check (front and back) and bank statement showing that it cleared the account; it cannot be used as a receipt. Training reimbursements require an agenda and/or a certificate of completion. Workshop and conference reimbursements require only an agenda.

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; it cannot be used as a receipt.

3. Hourly Assistance

Please provide an invoice form 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; it cannot be used as a receipt.

**** Application approval is at the sole discretion of AKDOT CRO ****



Moving Your Business Forward

Submit completed application to:

Mail: DBE Support Services – AKDOT&PF Civil Rights Office
P.O. Box 196900
Attn: Support Services
Anchorage, AK 99519-6900

Email: matt.delabruere@alaska.gov

Phone: 907-269-0850

Fax: 907-269-0847