

# DBE Transporter Newsletter



January 04, 2017 : Issue 8, Quarter 4

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## Happy New Year!



The ADOT&PF CRO team would like to wish you and your business a Happy New Year! Thank you for your support of the DBE program and we look forward to working with you in 2017.

Sincerely,

The Civil Rights Office

## REMINDER: DBE Bidders Registration Annual Renewal

The Civil Rights Office would like to remind all contractors that are bidding on FHWA, FAA and FTA-let projects in 2017 to renew their Bidders Registration. Bidders Registrations must be renewed January 1 each year.

To Register:

1. Visit [www.dotcivilrights.alaska.gov](http://www.dotcivilrights.alaska.gov).
2. Find the "Bidding Information" tab and scroll down and click "Bidders Registration".
3. Click on Bidders Registration form 25D-6.
4. Complete the form and submit to the Civil Rights Office. (Instructions for submittal are on the form).

The ADOT&PF Bidders Registration List is updated at the beginning of each business week. For more information regarding the Bidders Registration, contact Adam Marks (907-269-0846). This list is neither an endorsement nor guarantee of the capability, dependability, or availability of any firm listed.

New USDOT  
Guidance

#### IMPORTANT DATES

ACCD Stakeholders'  
Meeting Jan 19, 2017

ACCD Stakeholders'  
Meeting Feb 17, 2017

DBE Conference  
March 1-2, 2017

ACCD Stakeholders'  
Meeting March 21,  
2017

#### WEBSITE QUICK LINKS

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[Alaska Railroad](#)  
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How to become a  
DBE?

[DBE Application](#)

[Personal Net Worth  
Statement](#)

[DBE Brochure](#)

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contact:

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### Save the Date! 14th Annual DBE and Subcontractors' Conference



## 14th Annual DBE & Subcontractors' Conference

March 1-2, 2017  
Crowne Plaza, Anchorage  
109 W. International Airport Road  
Anchorage, AK 99518

For conference updates, visit [www.dbealaska.com](http://www.dbealaska.com)

### Alaska Construction Career Day 2017 Stakeholders' Meetings

Yes, it's that time of year again!

The Civil Rights Office will be hosting the Alaska Construction Career Day Palmer 2017 Stakeholders' Meetings.

Please join us to help with logistical planning of the event. The meetings will occur at 10:00 am in the large conference room at the ADOT&PF Annex building located at:

2200 E. 42nd Ave  
Anchorage, AK 99508

The Stakeholders' Meetings will occur on the following dates:

January 19, 2017  
February 17, 2017  
March 21, 2017

If you cannot attend in person, a teleconference has been set up to connect via telephone. To join, dial 1-800-315-6338 and enter the passcode 90851.

Alaska Construction Career Days are for students wanting to explore careers in the trades. To get more information, visit [www.alaskaconstructioncareerdays.org](http://www.alaskaconstructioncareerdays.org).

## Map to Success 2016 Cohort

### NEW DBEs

Bizzm3ch Solutions

DES Wholesale LLC  
DBA Diversified  
Energy Supply

New Flooring  
Horizons LLC

Paragon Professional  
Services

Stampede Ventures  
Inc.

Uplift Consulting

The Civil Rights Office would like to congratulate the following firms with being accepted into the 2016 Map to Success Program:

Highliner Consulting Group  
John's Excavating LLC  
Uqaqi Consulting

The Map to Success Specialized Assistance Program is a business development initiative designed to assess a firm's OVERALL business infrastructure by conducting an in-depth analysis review. The review is conducted by a business consultant specializing in construction business development. The program goal is to assist you by highlighting areas of improvement and providing you with the resources to grow your business.



More information to apply for the 2017 Map to Success Program will be provided to you in the Spring. For more information, contact Norma M. Lucero at 907-269-0844 or [norma.lucero@alaska.gov](mailto:norma.lucero@alaska.gov).

## 2016 Alaska Construction Career Day - Ketchikan

On October 11, 2016, the Civil Rights Office and Vigor Marine Ketchikan hosted the 4th Alaska Construction Career Day: Maritime Trades event on the Vigor shipyard in Ketchikan. There were a total of 225 students from 4 school districts and 10 schools that attended. This is the highest participation that the Ketchikan ACCD has seen since it started back in 2013.



The students participated in a variety of trades relating to the maritime industry. The purpose of these ACCD events is to expose students to options other than college. The maritime industry is continuing to grow with the expansion of the Ketchikan shipyard and the addition of the Seward shipyard. The ACCD events also allow students to engage with professionals in the maritime industry and to see what skills are needed. Additionally, the ACCD events exist to expose under-

represented student populations to the trades in Alaska to help construct a diverse workforce.

The students favorite stations this year were the welding and the tour of the M/V Taku. Overall, the ACCD Ketchikan event was well received by both students and teachers. The CRO looks forward to hosting this event again in 2017. Additionally, we encourage DBEs and small businesses to donate to these events. Donations can be made in the form of checks and can be sent to:

ADOT&PF Civil Rights Office  
PO Box 195900  
Anchorage, AK 99519-6900

The CRO would like to thank all the vendors and volunteers involved to make this event successful yet another year,

If you have any questions about Alaska Construction Career Days, please contact Matt deLaBruere at 907-269-0850 or [matt.delabruere@alaska.gov](mailto:matt.delabruere@alaska.gov). You can also learn more about the program by visiting, [www.alaskaconstructioncareerdays.org](http://www.alaskaconstructioncareerdays.org).

### **2016 Regional Directors Brown Bag Lunch Series**

The Civil Rights Office (CRO) concluded their Regional Director Brown Bag Lunch Series for both the Northern and South Coast Regions in November. The CRO would like to thank all the participants who attended the event and we are pleased to announce that this was the highest DBE turnout to date. The high participation allowed for great dialogue for it participants.



The Regional Director Brown Bag Lunch Series is a platform the CRO uses for DBEs to meet with key ADOT&PF staff. The DBEs attending these events can learn about ADOT&PF construction forecasts, procurement processes, bidding, or ask any questions about how ADOT&PF conducts business and serve as networking opportunities between DBEs and Prime Contractors.

For more information on attending a Regional Directors Brown Bag Lunch Series in the future, please contact Matt deLaBruere at 907-269-0850 or [matt.delabruere@alaska.gov](mailto:matt.delabruere@alaska.gov).

### **Future Connections Networking Social**

On December 6, 2016, the Civil Rights Office (CRO) and Associated General Contractors (AGC) hosted its Future Connections event: a Disadvantaged Business Enterprise (DBE) & Contractor Networking Social. This event provides opportunities for DBEs to network with Prime Contractors in a one-on-one setting and fosters future working relationships. This event also recognizes our industry partners who support the CRO DBE program. Additionally, the CRO recognized the General and Professional Services (PSA) Contractor of the Year awards. This year's winners were Granite Construction which has claimed this title for the 5th year in a row and R & M Consultants who claimed their first PSA Contractor of the Year Award.

The CRO would like to thank all those who attended the event and we look forward to seeing you there next year.







### **Bidding and RFP Workshops**

The Civil Rights Office offered a string of workshops to DBEs and small businesses during the 4th quarter. The workshops consisted of a two-part series with the first called, "Hidden Words that Affects Costs", and the second, "You won your Bid! Now What?". Both classes were instructed by Taylored Business Solutions, who has over 30 years of bidding experience in Alaska. These two classes covered the basics of bidding from reading a bid to accessing bids from different government agencies. The second class expands on the basic knowledge of bidding and looks further into what is needed before a firm commences construction on a project, i.e. paperwork, etc.

These workshops were offered in Anchorage, Fairbanks and Juneau. Additional workshops will be provided later on in the Spring.

For more information, contact Matt deLaBruere at 907-269-0850 or [matt.delabruere@alaska.gov](mailto:matt.delabruere@alaska.gov).

### **Understanding Your EIN (Employer Identification Number)**

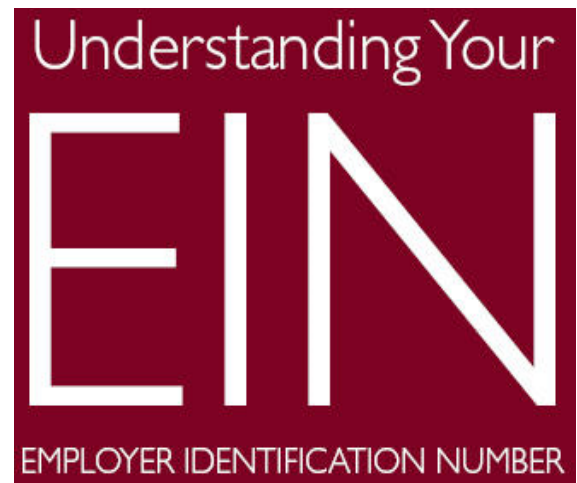
EIN stands for Employer Identification Number, but you don't have to have employees to need one. In fact, even if you never plan to have employees, you should still get an EIN for your business.

An Employer Identification Number is what the IRS uses to identify your business. It's essentially a Social Security number for your business (in fact in some places the two are interchangeable). Whether you are required to have an EIN generally depends on your business structure. If your company is a corporation or a partnership, you are required to have an EIN. If you operate as a sole proprietor an EIN is not legally required, but is still a good idea for a variety of reasons.

#### **Legitimize Your Business**

Treating your business as a real business rather than a hobby begins by setting up a true business entity. That might mean simply declaring you are in business as a sole proprietor, legalizing with a limited liability company, legal partnership, or establishing a true corporation with shareholders. It's best to have your attorney or accountant help you decide which type of business is best for you. With the exception of a sole proprietorship, each business entity requires you to apply for an EIN.

#### **Protect Your Personal Assets**



Another big reason to get an EIN is to help protect your personal assets. With identity theft on the rise, it's important to keep personal information (such as your Social Security number) private. However, the government requires that anyone who pays you more than \$600 in a calendar year needs to report it to the IRS. That reporting must include either a Social Security number or an EIN. If you don't want to give your clients and affiliate programs your Social Security number, you will need an EIN.

### **Applying for an EIN**

Getting an Employer Identification Number is a simple matter of filling out a form online, which you can find here: [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online) . There is no charge to apply, and if you apply online you'll receive your number almost immediately. Depending on the type of business you're forming, you might find some of the questions a bit confusing. For this reason, it can make more sense to have your accountant or attorney apply for your EIN for you.

Example: some states allow you to form a limited liability company, or LLC, which helps small business owners protect their personal assets without the expense and hassle of forming a corporation. However, the IRS does not recognize an LLC alone as a legal business entity, requiring those businesses to file taxes as either sole proprietors or corporations. In this case, it makes sense to ask your attorney or accountant to file the paperwork for you. The small fee you'll pay to have it done can be worth it. You avoid the headache of trying to figure it out yourself. Since an EIN is linked to your business entity, you should also note that if your business structure changes, you will need to apply for a new number. If you start out as a sole proprietor and later decide to incorporate, your EIN cannot follow. Your business is now a new entity and will need a new "ID" number.

Don't make the mistake of thinking since you're "only one person" or that you "just work online" that you needn't worry about legalizing your business with a formal business structure or the required paperwork that accompanies it. Being in business means taking that business seriously, and that starts with making sure your legal requirements are met and your personal assets are protected.

Source: K. Farris. (n.d.) *The ein: employer identification number*. Strategic Office Support LLC / Katherine Farris. Retrieved from: <http://www.strategicofficesupport.com/ein/>

### **New USDOT Guidance**

On September 26, 2016 USDOT released updated guidance on the certification of Alaska Native Corporations (ANC). This guidance is in regards to certifying firms using the special rules 49 CFR 26.73(i). In summary, self-certification by ANC owned firms that are reviewed and accepted by the Small Business Administration (SBA) complies fully with and meets the statutory mandate of the USDOT DBE program. The guidance goes on to state that the firm must satisfy any one of six factors to meet the requirement that the firm has been certified by the SBA under the 8(a) or small disadvantaged business program.

In reaction to this new guidance, the Alaska Unified Certification Program developed an updated application checklist for ANC-owned firms that are applying under the special rules. For more information and for a copy of this checklist please contact Sarah Starzec at (907) 269-0845 or Ann Pham at (907) 269-0853 in the certification office.

A complete copy of the official questions and answers can be found here:

<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/official-questions-and-answers-qas-disadvantaged>

For more information call 1-800-770-6236 inside Alaska

*The ADOT&PF operates Federal Programs without regard to race, color, national origin, sex, age, or disability. Full Title VI Nondiscrimination Policy: [dot.alaska.gov/tvi\\_statement.shtml](http://dot.alaska.gov/tvi_statement.shtml). To file a complaint go to: [dot.alaska.gov/cv/rts/titlevi.shtml](http://dot.alaska.gov/cv/rts/titlevi.shtml)*