



DBE NEWSLETTER



FROM THE SMALL BUSINESS DEVELOPMENT BRANCH

SPRING ISSUE 2016

INSIDE THIS ISSUE

**OVERVIEW OF THE
DBE PROGRAM**

**THE CIVIL RIGHTS
BRANCH**

**KENTUCKY PTAC/
QUALIFYING FOR
PTAC**

**REPORTING DBE
FRAUD**

FREE SERVICES

**WHAT'S NEXT FOR
THE DBE PROGRAM**

**HOW TO BECOME A
SUCCESSFUL DBE**

CONTACT US

Office for Civil Rights
Small Business Development
Kentucky Transportation Cabinet
200 Mero Street
Frankfort, KY 40601
P: (502) 564-3601
F: (502) 564-2114

WHAT DOES DBE STAND FOR?

DBE is the acronym for Disadvantaged Business Enterprise.

WHAT IS THE DBE PROGRAM?

The DBE Program is intended to ensure nondiscrimination in the award and administration of United States Department of Transportation (USDOT) - assisted contracts in the highway, transit, and airport programs. Although this program primarily consists of construction and airport businesses, it is not limited to those and is encompassed by a wide variety of companies. The DBE program certifies all types of businesses, such as artists, construction workers and florists. If you are a small business, this program may be for you. There are, however, some requirements that this program has, and only select individuals can participate.

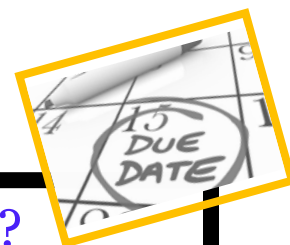
HISTORY OF THE DBE PROGRAM

The USDOT has had in effect for more than 20 years a policy of helping small businesses owned and controlled by socially and economically disadvantaged individuals (minorities and women), participate in contracting opportunities created by DOT financial assistance programs. The department, through its operating administrations, distributes billions of dollars annually to help finance thousands of projects across the country. Approximately 85 percent of the assistance funds are for construction. The major portion of the construction funds are allocated to state highway and transportation agencies for highway construction. The balance is provided to local public transit and airport authorities for mass transit and airport facilities.

CIVIL RIGHTS BRANCH

The Office for Civil Rights and Small Business Development is committed to ensuring equal employment opportunity, a diverse workforce, and promotion of equitable business opportunities throughout the commonwealth of Kentucky.

"Alone we can do so little; together we can do so much."



Is Your Annual "No Change Affidavit" Due?

Under Federal Regulation 49 CFR 26.83(j), you are required to submit an Annual "No Change Affidavit" verifying that no changes have occurred in your firm. Your Annual No Change Affidavit is due on or before your original date of certification each calendar year. The items required for submission include the "No Change Affidavit," a current list of NAICS business codes, previous year balance sheet, business license or certifications (if applicable), and previous year Federal Business taxes.

KENTUCKY PTAC

“The mission of the Kentucky Procurement

Technical Assistance Center (PTAC) is to provide marketing and procurement assistance to Kentucky businesses interested in selling their products and/or services either directly or indirectly to federal, state or local governments”

PTAC can help verify that a business is correctly registered in the government contract award system: SAM (System for Award Management). SAM allows qualifying companies to do business with the government. PTAC specialists can assist with registrations in other federal, state, and local government vendor databases. PTAC also helps to determine eligibility for special certifications, which may create unique work opportunities with agencies within the government.

QUALIFYING FOR PTAC

- Must be a KY-based business
- Have email/Internet access
- Complete KPTAC application
- Complete yearly surveys
- Desire to sell to the government
- Have the potential to sell to the government
- Must be in business two (2) or more years

SERVICES OFFERED

Determining Government Contracting Feasibility

PTAC specialists can help assess a company's readiness for pursuing the unique challenges associated with federal, state, and local government contracting. Assessing a company's readiness allows them to better position the company for success.

Marketing Strategy

PTAC can advise on developing an effective marketing strategy for getting contracts.

Identifying Bid Opportunities

PTAC offers a Bid Match service to notify companies of contract opportunities.

<http://www.ksbdc.org/government-contracting>

UNITED STATES DOT-OIG

The USDOT Office of Inspector General (OIG) maintains a hotline to facilitate the reporting of allegations of waste, fraud, abuse, or mismanagement in the DBE Program.

REPORT WASTE, FRAUD AND ABUSE

If you know of any such incidents, you may report such allegations through the following contact information:

**United States Department of Transportation
Office of Inspector General**

Toll-Free hotline: 1-800-424-9071

Direct: 202-366-1461

Fax: 202-366-7749

Email: hotline@oig.dot.gov

Web: www.oig.dot.gov/hotline

EXAMPLES OF WRONGDOING

- Contract and procurement fraud
- False claims
- Bribery or solicitation of bribes
- Solicitation or acceptance of gratuities
- Kickbacks
- Ethics violations
- Health, safety, or environmental violations
- Theft or misuse of government property
- Retaliation for whistleblower complaints

KENTUCKY DBE SUPPORTIVE SERVICES PROGRAMS

The KYTC DBE Supportive Services Program provides support to DBEs seeking to conduct business with the KYTC. Its purpose is to increase the number of certified DBE contractors doing business with KYTC and the dollar percentage awarded to DBEs. This program provides services designed to contribute to the development of self-sufficiency of certified DBE contractors and consultants so that they may achieve proficiency in competing for contacts and subcontracts. These services also help DBEs gain knowledge on complying with all required regulations.

CEI is a nonprofit corporation whose mission is to improve the skills of individuals working in the construction industry.

CEI delivers public training courses in the areas of civil estimating, building estimating, project scheduling, construction project management, construction negotiating, construction business management, construction bonding, construction laws, construction safety, accounting, and financial management. CEI also provides private training and consulting for construction companies, professional associations, and governmental agencies.



CONTACT CEI

1-800-423-7058

WWW.KYDBE.COM

INFO@KYDBE.COM

TOM@CEIHOME.COM

SERVICES AVAILABLE TO DBEs

- Marketing Assistance
 - Website Design
 - Capability Statements
 - Printed Marketing Materials
- Bonding Assistance
- Business Plan Development
- Financing Assistance
- Live Training
- Online Classes



UPCOMING KYTC DBE TRAINING

How to Build a Capability Statement, Market Your Business and Develop a Website

April 18, 2016

May 24, 2016

Location:

District Seven

**763 West New
Circle RX'
Lexington, KY
40511**

859-246-2355

May 2, 2016

June 9, 2016

June 20, 2016

Location:

KYTC Central Office

**200 Mero St.
Frankfort, KY
40601**

502-564-4890

May 11, 2016

Location:

District Five

**8310 Westport FX'
Louisville KY
40242**

502-210-5400

Register Now

WHAT'S NEXT FOR THE DBE PROGRAM?

The Louisville Bridge project allowed employment opportunities for many KYTC DBEs. These bridges have been created to improve safety, lighten traffic, connect highways, and create economic development. Sounds like a lot of work for a bridge to do, huh? Well it's been done, and you have KYTC's certified DBEs and so many others to thank for that. This bridge is not only safer, but with the improvements it's bigger too! Now that this project is complete, one can only wonder what other opportunities will be made available through the DBE program.



There are many projects that involve current DBE businesses. The DBE Program has proven helpful in the success of many individuals and their companies, accomplished through hard work and opportunity. Only time will tell what advances these DBE businesses will make in the coming years.

HOW TO BECOME A SUCCESSFUL DBE

Prior to becoming a DBE, you should consider contacting the Small Business Administration (SBA) if you are not sure how to start. The SBA provides valuable information you, as a business owner, may find helpful, such as assisting you in finding ways to finance your business. Consider visiting the website below to further help your business.

<https://www.sba.gov>

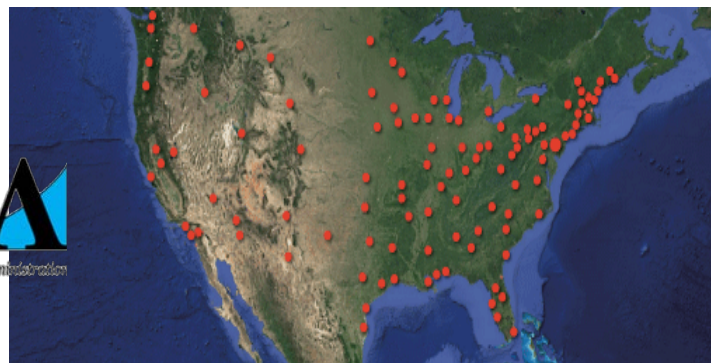
OR contact:

**District Director: Ralph Ross
Kentucky District Office**

600 Dr. Martin Luther King Jr. Place, Rm. 188

Louisville, KY 40202

P: (502) 582-5971



SUCCESS STORY



DBE Testimony from Sarah Haydon, owner and president of Health Connection, LLC says:

“Like many new business owners, I had a "dream" of what I thought I wanted but I lacked direction and knowledge on how to develop, create, and make my dream happen. I first turned to KPAP. They helped with the initial process and were a continued resource for me, and although my business grew, I was not able to make the steps necessary for large and expanded growth. I attended a meeting that was offered by CEI and spoke with Tom Quinn, one of the speakers/presenters/instructors of the class; with his support and positive "can do" attitude, I was able to make monumental, game-changing steps and strides forward for the growth of my business.

"Having the ability to turn to one person and/or a team of people has given me the knowledge, strength, and courage to recognize the opportunities that are available and how I can take advantage of those opportunities. I was at a meeting most recently that Tom Quinn with CEI provided and sat with a diverse group of business owners and realized that although we all might come to the table with our varied strengths and weaknesses, we were all there looking for a way to make our businesses grow and succeed. The DBE services offered by CEI help us recognize our strengths and how to capitalize on those and then help us address our weaknesses and hurdles so that they don't become unsurmountable obstacles. With that help, we become a stronger and successful business. As a business owner that type of leadership, direction, and help is a win-win support system for me and from a broader aspect a win-win program for the state of Kentucky.

"Thank you for taking the time to read my email and for giving me the DBE resources that have positively impacted my business and my businesses success.”

FEEDBACK

We want to hear from you! What topics are you interested in learning further about? Do you have questions about the DBE Program or organizations affiliated with the DBE Program? We want to help you succeed, so tell us how we can help!

You can find many resources by clicking our website listed below or on the resources listed in the DBE Toolbox:

<http://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/SmallBusinessHome.aspx>

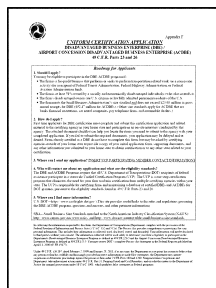


DBE TOOLBOX

49 CFR Part 26



49 CFR Part 23



DBE Application



Personal Net Worth Statement