



The 50% DBE Reimbursement Program is designed to empower and support Disadvantaged Business Enterprises (DBEs), fostering the growth of their businesses and enhancing competitiveness in the marketplace. This initiative approves reimbursement of 50% of the costs incurred for work-related expenses. The financial assistance is targeted at aiding DBEs in covering expenses associated with bidding or completing work on current projects. The program specifies predetermined dollar amounts, with an annual reimbursement cap of \$2,500.00 per DBE.

**Authority:**

- [23 CFR 230](#): Subpart B – Support Services for Minority, Disadvantaged, and Women Business Enterprises

**Approval of application is contingent upon:**

1. Funds availability.
2. Qualified DBE firms based in Alaska.
3. Submission of a completed application with supporting documents.

**Who qualifies?**

DBE firms (including employees, owners, or on-site representatives) actively bidding on DOT Federal Highway Administration (FHWA) funded projects or registered on the Bidders Registration are eligible. Only certified DBEs with Alaska as their home base certification can participate in the 50% Reimbursement Program. DBEs certified in states other than Alaska are not eligible, though they can avail of other services provided by the DBE program.

**Reimbursement Period for FFY2024:**

The reimbursement period spans from October 1, 2023, to September 30, 2024. Reimbursement submissions after the Federal Fiscal Year period closure (unless otherwise approved) will not be accepted.

**Reimbursement Limit:**

The maximum reimbursement per qualifying DBE firm per benefit year is \$2,500.00. An additional \$2,500.00 may be submitted at the end of the Federal Fiscal Year (September 1-30) if funds are available, but this is not guaranteed.

**Bidders Registration List:**

Before submitting application, check for your [Bidders Registration status](#) or submit your [25D-6 Bidders Registration](#) or [25D-6 PSA Consultant Registration](#). All firms are required to submit a Bidder's Registration form before an Alaska Department of Transportation and Public Facilities (DOT&PF) project can be awarded. The Bidder Registration form must be submitted to the Civil Rights Officer (CRO) on an annual basis beginning January 1 and is valid thru December 31. Submit completed forms to [dot.cro.forms@alaska.gov](mailto:dot.cro.forms@alaska.gov).

**DBE Certification Number:**

To find your DBE Certification number go to DOT&PF Civil Rights Office website and look in the [DBE Directory](#). If your DBE Certification profile does not show up, reach out to [DOT.CRO.ProjectsDocs@alaska.gov](mailto:DOT.CRO.ProjectsDocs@alaska.gov).

**Types of services and applicable expenses:**

Applications are processed on a first-come, first-served basis, subject to meeting stated requirements. The table below outlines major service types with applicable expenses. Notably, trainings provided by Alaska SBDC (Small Business Development Center) are eligible for reimbursement up to 90% of the total invoice for training and/or consultations, contingent on funding availability.

<b>Types of service:</b>	<b>Applicable Expenses:</b>	<b>What is reimbursable?</b>
<a href="#">Alaska Small Business Development Center (SBDC)</a>	Workshops and trainings are reimbursable at 90% of the cost.	<ul style="list-style-type: none"> <li>• Registration fee</li> </ul>
Business Management	<ul style="list-style-type: none"> <li>• Legal Services</li> <li>• Consulting Services</li> <li>• Marketing Services</li> <li>• Human Resources</li> <li>• Tax Preparations</li> <li>• Business Insurance</li> <li>• Accounting Software</li> </ul>	<ul style="list-style-type: none"> <li>• Fixed/standard fee</li> <li>• Hourly fee</li> <li>• Retainer fee</li> <li>• Software fee</li> </ul>
Industry Membership	Membership fees must fit within type of industry or DBE business.	<ul style="list-style-type: none"> <li>• Monthly fee</li> <li>• Yearly fee</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Networking events</li> <li>• Seminar</li> <li>• Training</li> <li>• Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Airfare if traveling longer than 50 miles.</li> <li>• Mileage if traveling in-state and out-of-state.</li> <li>• Lodging</li> <li>• Registration fee</li> </ul>
Tech Support	<ul style="list-style-type: none"> <li>• Anti-Virus Protection</li> <li>• Cybersecurity</li> <li>• Internet</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly fees</li> <li>• Software fee</li> </ul>

**Required Supplemental Paperwork:**

To ensure successful reimbursement, applicants must submit the required supporting documents along with their applications. Failure to provide this information will result in automatic rejection or delay of the reimbursement request. The supplemental items needed for reimbursement forms include:

1. Official invoices:
  - a. Name of the vendor and logo (if applicable)
  - b. Vendor's address
  - c. Date of service
  - d. DBE's information (if possible)
  - e. Website or additional information if the type of service is unclear
2. Payment Information:
  - a. DBE firms must provide details on how they paid the expense/vendor.
    - i. The transaction date must be within the correct fiscal year.
    - ii. Submit a copy of the bank statement or the following information from the check:
      1. Name of the bank and logo

2. Mailing address of the bank
3. Bank statement months
4. DBE's information
5. Copy/line of the specific transaction

**How to fill out expenses:**

To fill out the reimbursement form for the 50% DBE Reimbursement FFY2024, follow these steps using the second page of the form. Make sure to include all required information and attachments:

1. Expense Information: Specify where the expense was purchased from.
  - a. Provide the name of the vendor and any relevant details that identify the source of the expense.
2. Unit Price: Indicate the unit price, whether it is a monthly or yearly cost.
  - a. Clearly state the pricing structure associated with the reimbursable expense.
3. Total Paid: Sum up the total amount paid for the expense.
  - a. If the expense is recurring or monthly, add up the payments made within the specified period.
4. Date Paid or Months Covered: Specify the date the payment was made or the months for which the service is covered.
5. Supplemental Attachments:
  - a. Attach both an official invoice and bank information as required. Ensure that the invoice includes the necessary details mentioned earlier (vendor information, address, date of service, DBE's information, etc.).
  - b. Attach a copy of the bank statement or relevant information from the check, including the name of the bank, mailing address, bank statement months, DBE's information, and a copy of the specific transaction.

Examples on How to Fill out Expenses				
Expense/Vendor	Unit Price	Total Paid	Date Paid or Months	Attachment(s) Invoice <input type="checkbox"/> Bank Info <input type="checkbox"/>
Alaska SBDC Training	\$0.00	\$100.00	10/01/2023	Invoice <input checked="" type="checkbox"/> Bank Info <input checked="" type="checkbox"/>
AGC Annual Membership	\$150.00	\$150.00	12/15/2023	Invoice <input checked="" type="checkbox"/> Bank Info <input checked="" type="checkbox"/>
Intuit Tax Preparation	\$50.00	\$200.00	January to April	Invoice <input checked="" type="checkbox"/> Bank Info <input checked="" type="checkbox"/>
Norton 360 Anti-Software	\$60.00	\$300.00	January to May	Invoice <input checked="" type="checkbox"/> Bank Info <input checked="" type="checkbox"/>
QuickBooks	\$35.00	\$105.00	October to March	Invoice <input checked="" type="checkbox"/> Bank Info <input checked="" type="checkbox"/>

**Before you submit:**

1. Complete all sections of the form accurately and legibly.
2. Provide detailed and clear information for each reimbursable expense.
3. Double-check that the attached documents (invoice and bank information) are complete and match the information provided on the form.

**Where to submit form:**

Applicants can submit their completed 50% DBE Reimbursement form one of the following ways:

- Email: [DOT.CRO.ProjectsDocs@alaska.gov](mailto:DOT.CRO.ProjectsDocs@alaska.gov)
- Want a secure option or file too large? Use State of Alaska ZendTo/Drop Box:

- Applicants don't need a username or password. Simply click "Drop-Off," enter Name and Email Address. Applicants will get a link sent to their email with instructions on how to drop off files to desired email address.
- Fax: 907-269-0847

**Stay in the know:**

The Civil Rights Office sends out annual emails and reminders about upcoming deadlines for 50% DBE Reimbursement as well as any other information like new forms, funding availability and so much more! Sign up for the email list serve by emailing [DOT.CRO.ProjectsDocs@alaska.gov](mailto:DOT.CRO.ProjectsDocs@alaska.gov).