



21st ANNUAL DBE &

CONTRACTOR CONFERENCE

Presented by Alaska DOT&PF Civil Rights Office



*Theme: Igniting Opportunities –
Where Success Knows No Limits!*

Location: Virtual

Register: zoom.us/meeting/dbe



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This booklet is available for both virtual and in-person attendees. There are many hyperlinks available in this PDF, please feel free to click around and learn more about our program!

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Land Acknowledgement

We would like to acknowledge that we gather today on the traditional lands of the Dena'ina Athabascans.

For thousands of years the Dena'ina have been and continue to be the stewards of this land. It is with gratefulness and respect that we recognize the contributions, innovations, and contemporary perspectives of the upper Cook Inlet Dena'ina.

Welcome!

DOT&PF Nondiscrimination Policy

The DOT&PF Nondiscrimination Policy statement, *“It is the policy of the Alaska Department of Transportation and Public Facilities (DOT&PF) that no one shall be subject to discrimination on the basis of race, color, national origin, sex, age, or disability.”* The link is https://dot.alaska.gov/tvi_statement.shtml.

Code of Conduct

- Demonstrate respect and consideration for all people. Avoid dominating the microphone or airtime. In a virtual meeting, mute audio when not speaking.
- Communicate openly and thoughtfully with others, listen well to others, and be considerate of the multitude of views and opinions that are different than your own.
- Make room for a diversity of voices in group discussions, on panels, and the like.
- Welcome all voices, regardless of whether they participate by video, audio, or other means.
- Facilitators, invite discussion but be sensitive not to pressure those who have not communicated to do so.
- Be respectful in discussing and debating ideas. Demonstrate that differing perspectives are valued—critique ideas, not people.
- Be collaborative. Be mindful not to exert dominance over others. Consider the effect of power differentials in relationships, positions, experiences; ease of communicating by video vs. audio or other means; and other factors to avoid dominance.
- Follow the rules and policies of the venue and/or platform.
- Be mindful of your surroundings and of your fellow participants during an in-person event.



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About the Conference

Since 2004, the Alaska DOT&PF Civil Rights Office has been hosting an annual conference specifically designed for Disadvantaged Business Enterprise (DBE) Firms, Airport Concession DBEs, Subcontractors, Prime Contractors, and other relevant entities. Throughout the years, the conference has explored diverse topics, themes, and featured speakers from both Alaska and out of state. The conference's primary aim is to elucidate the process of conducting business with local, state, and federal agencies. Participants also have the opportunity to enhance their skills through workshops, networking sessions, and engaging in dialogues with industry subject matter experts. This conference is open to all attendees free of charge.



Tuesday, March 5th, 2024

- 8:00AM - 8:30AM** **Opening Remarks**
Speakers: Ryan Anderson, DOT&PF Commissioner, Rashaud Joseph, Program Manager & Alicia Amberg, Executive Director
- 8:30AM - 9:00AM** **DBE Program Overview**
Speaker: Zhenia C. Peterson, DBE & OJT Program Manager
- 9:00AM - 9:30AM** **Central Region Update**
Speaker: Sean Holland, Director of Central Region & Luke S. Bowland, Construction Engineer
- 9:30AM - 10:00AM** **Northern Region Update**
Speaker: Joseph Kemp, Director of Northern Region
- 10:00AM - 10:30AM** **What I learned as a DBE Airport Concessionaire Partner**
Speaker: Deborah Bonito
- 10:30AM - 10:45AM** **Break**
- 10:45AM - 11:00AM** **Title VI & ADA Presentation & Updates**
Speaker: Robespierre Howard, Title VI Specialist & ADA Program Coordinator
- 11:00AM - 11:30AM** **Updates on DBE Program from Legal Perspective**
Speakers: Christopher Slottee & Paige Spratt from Schwabe
- 11:30AM - Noon** **Lunch**
- Noon - 12:30PM** **AWP Presentation & Updates**
Speaker: Meagan Wright, AWP Implementation Team Lead
- 12:30PM - 1:00PM** **APEX Accelerator**
Speaker: Carolyn Pratt, Director



Tuesday, March 5th, 2024 Continued

1:00PM- 1:30PM

DBE Program at Municipality of Anchorage

Speakers: Erica A. Barry, Executive Director

1:30PM- 2:00PM

Business Impact NW: VBOC

Speaker: Traci Willet, Alaska VBOC Director

2:00PM- 2:30PM

Fairbanks International Airport & Ted Stevens International Airport Updates

Speakers: Kim Swenson, Leasing Specialist & April M. Velasco, Leasing Specialist

2:30PM- 2:45PM

Break

2:45PM- 3:00PM

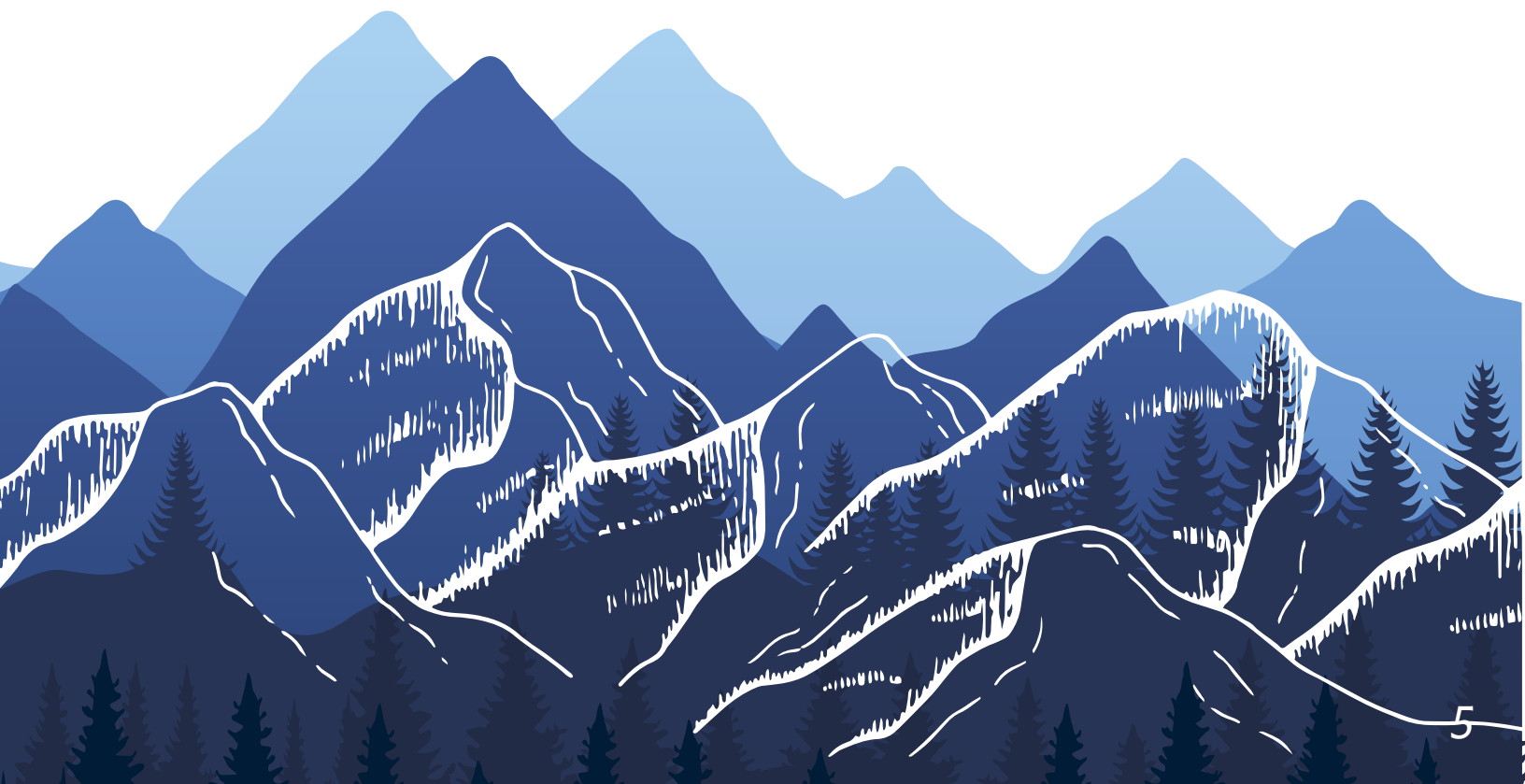
Closing Remarks

Speaker: Zhenia C. Peterson, DBE & OJT Program Manager

3:00PM- 4:00PM

How to fill out 50% DBE Reimbursement Form

Speakers: Zhenia C. Peterson & Natalia Fricke, DBE & OJT Support Services Specialist





Wednesday March 6th, 2024

8:00AM- 8:15AM

Opening Remarks

Speaker: Zhenia C. Peterson, DBE & OJT Program Manager

8:15AM- 9:00AM

Alaska APEX Accelerator

Speaker: Jody King, Contract Specialist II

9:00PM- 9:30PM

Southcoast Region Updates

Speaker: David Lowell Construction Engineer

9:30AM- 10:00AM

LTAP Presentation

Speaker: Anna Bosin, Training Director

10:00AM- 10:15AM

Break

10:15AM- 10:45AM

AGC of Alaska Membership

Speaker: Clare Kreilkamp, AGC Membership Director

10:45AM- 11:00AM

OJT Presentation

Speakers: Natalia Fricke, DBE & OJT Support Services Specialist

11:00AM- Noon

SBA of Alaska

Speakers: Ross Glenn Macarty, Outreach & Marketing Specialist, Nelida Irvine Lender Relations Specialist & Randy Miller

Noon - 12:30PM

Lunch



Wednesday March 6th, 2024 Continued

12:30PM- 1:30PM

Prime Panel Discussion

Facilitated by Norma & Hosted by AGC of Alaska

1:30PM- 2:00PM

ISER: Workforce Project

Speakers: Dayna DeFeo, Director & Staci Corey, Research Professional

2:00PM- 2:15PM

Closing Remarks

Speaker: Zhenia C. Peterson, DBE & OJT Program Manager

2:15PM- 3:15PM

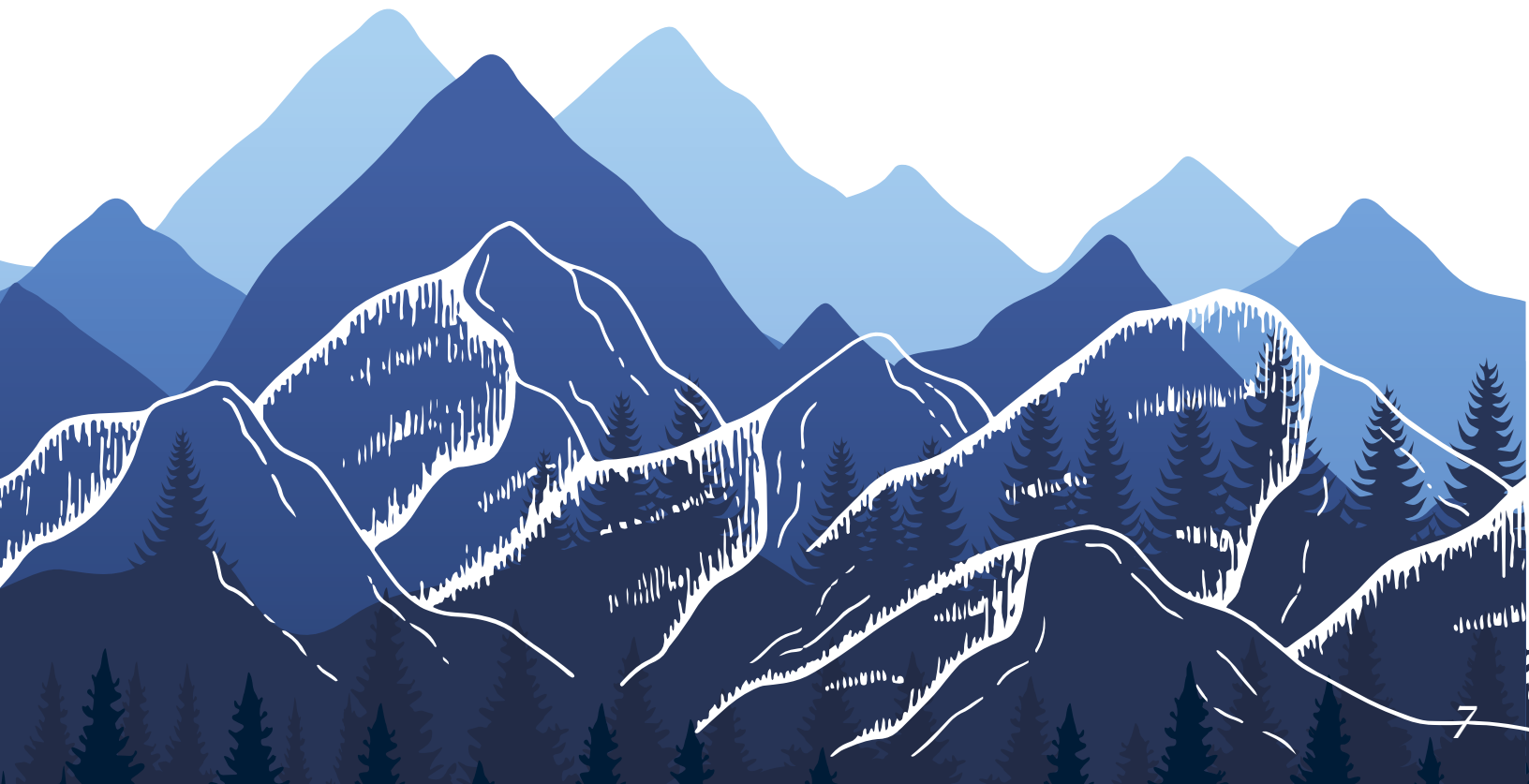
25A-336 Form Training & Updates

Speaker: Frank Keirn, Research Analyst II

**Thank you so much
for joining us at this
year's conference!**

**Please Fill out our Post
Conference Survey!** 

Link to Survey: <https://arcg.is/1PKqPCO>



Alaska DOT&PF Overview

The Alaska Department of Transportation and Public Facilities (DOT&PF) is responsible for the safe and efficient operation of an extensive transportation system that supports social mobility, commerce, industry, and economic growth.

DOT&PF's Mission Statement – *Keep Alaska Moving through Service and Infrastructure.*

Impact:

- DOT&PF serves every Alaskan, every day.
- DOT&PF provides a safe and efficient transportation system for Alaska to thrive.
- DOT&PF provides Alaskans with access to goods, services, and economic opportunities to each other and the world.

Core Values:

- Integrity: Doing the right thing even when no one is watching. Doing what you say you are going to do.
- Excellence: Commitment to continually improve.
- Respect: Positive regard for customers, stakeholders, investors, and colleagues.

DOT&PF's Vision Statement

Moving beyond Alaska's challenges while meeting Alaskans' distinct transportation needs through trust, teamwork, and results.

Alaska DOT&PF oversees:

- 237 airports;
- 9 ferries serving 33 communities;
- Over 5,600 miles of highway;
- and, 839 public facilities throughout the state of Alaska.

DOT&PF Divisions:

- Administrative Services
- Alaska Marine Highway System (AMHS)
- Aviation & Airports
- Civil Rights/Disadvantaged Business Enterprises
- Office of the Commissioner
- Facilities Services & Leasing
- Maintenance & Operations: Roads & Airports
- Measurement Standards & Commercial Vehicle Compliance
- Program Development
- State Equipment Fleet
- Statewide Design and Engineering Services





Civil Rights Office Overview

The Civil Rights Office (CRO) of the DOT&PF is responsible for implementing, administering, and monitoring the DOT&PF's civil rights and affirmative action programs.

The CRO has qualified personnel on staff to effectively implement the civil rights and affirmative action programs as required by 23 CFR 200.9 (b)(1) and (2). The Manager of the CRO reports to the Division Director, who has an established line of communication with and access to the Commissioner, in accordance with 23 CFR 200.9 (b)(1).

Committed to equality in transportation service

The Civil Rights Office is committed to ensuring equal opportunity for all businesses and personnel on Alaska Department of Transportation and Public Facilities (DOT&PF) projects. It is the policy of the Alaska Department of Transportation and Public Facilities (DOT&PF) that no one shall be subject to discrimination on the basis of race, color, national origin, sex, age, or disability, regardless of the funding source, including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration, Federal Motor Carrier Safety Association and State of Alaska funds.

Title VI of the Civil Rights Act of 1964

"Simple justice requires that public funds, to which all taxpayers of all races [colors, and national origins] contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial [color or national origin] discrimination." –John F. Kennedy

Our Mission is to "Keep Alaska Moving through service and infrastructure."

The Civil Rights Vision is to ensure transportation services are provided in a non-discriminatory manner.

Programs:

- Disadvantaged Business Enterprise (DPE) Program
- Alaska Unified Certification Program (AUCP)
- On-The-Job Training Program (OJT)
- Title VI of the Civil Rights Act of 1964 & Environmental Justice



Keep in touch with us!

Website: <https://dot.alaska.gov/cvlrts/>

2200 E. 42nd Avenue
Anchorage AK 99508
907-269-0851 Main Line
907-269-0847 Fax



Meet the Civil Rights Office Staff!

Rashaud Joseph, CRO Manager

Responsible for overall Civil Rights Programs implementation and reporting to Federal Highway Administration, Federal Aviation Administration, and Federal Transit Administration for Alaska DOT&PF. Overall supervision of the Civil Rights Office Staff.

☎ Phone: 907-269-0848

✉ Email: rashaud.joseph@alaska.gov

Sarah Starzec, Contract Compliance Officer and DBE Certification Officer

Contract Compliance: Responsible for overseeing contractors' Equal Employment/Affirmative Action, Disadvantaged Business Enterprise, On-the-Job Training, and Wages/Payroll compliance in all Alaska Department of Transportation federally-funded construction projects. Evaluates and collaborates with the Department staff for meeting the Department's DBE goals. Verifies and determines contractor's Good Faith Efforts documentation.

DBE Certification: Administers the DBE certification program by coordinating functions between Alaska Unified Certification Program Members, DBEs, and various agencies representing minority or women owned, small or disadvantaged businesses. Oversees certification outreach, processing of DBE applications, and annual reviews.

☎ Phone: 907-269-0845

✉ Email: sarah.starzec@alaska.gov

Ann Pham, DBE Certification Specialist

Assists businesses with navigating the DBE certification process. Review, analyze, and validate new applications and performs annual reviews.

☎ Phone: 907-269-0853

✉ Email: ann.pham@alaska.gov

Angelo Tutaan, DBE Certification Specialist

Assists businesses with navigating the DBE certification process. Review, analyze, and validate new applications and performs annual reviews.

☎ Phone: 907-269-4812

✉ Email: angelo.tutaan@alaska.gov

Zhenia Peterson, DBE & OJT Program Manager

Administers the DBE and OJT Support Services programs, working with contractors bidding on Alaska Department of Transportation and Public Facilities projects.

☎ Phone: 907-269-0844

✉ Email: zhenia.peterson@alaska.gov



Meet the Civil Rights Office Staff!

Natalia Fricke, Civil Rights & Compliance Specialist I

Assists businesses with DBE and OJT Support Services. Review, analyze and validate 50% reimbursement applications, apprentice hours, and performs QARs.

☎ Phone: 907-269-0850

✉ Email: natalia.fricke@alaska.gov

Timothy Moses, DBE Contract Compliance Specialist

Evaluates and collaborates with the Department, and establishes project Disadvantage Business Enterprise (DBE) goals. Reviews and verifies Good Faith Efforts (GFE). Conducts EEO Contract Compliance Reviews.

☎ Phone: 907-269-0854

✉ Email: timothy.moses@alaska.gov

Robespierre Howard, Title VI Specialist, ADA Officer

Performs audits of ADOT&PF programs and sub-recipients of federal assistance funds based on Title VI of the Civil Rights Act of 1964. Reviews Environmental Documents for compliance with Title VI of the Civil Rights Act of 1964 and the Environmental Justice Executive Order. Provides technical assistance, oversight, and training of ADOT&PF personnel and Federal Highway Administration sub-recipients on Title VI requirements and compliance.

☎ Phone: 907-269-0852

✉ Email: robespierre.howard@alaska.gov

Frank Keirn, Research Analyst II

Provides research and data analysis for EEO, Title VI, DBE, and OJT Programs and works with contractors and the Federal Highway Administration, Federal Aviation Administration, and Federal Transit Authority on numerous aspects of reporting. Responsible for the development and maintenance of CRO data processing systems.

☎ Phone: 907-269-0846

✉ Email: frank.keirn@alaska.gov

Brittney Hoffert, Research Analyst I

Administers support to the Title VI Specialist and focuses on ADA research,

☎ Phone: 907-269-0851

✉ Email: brittney.hoffert@alaska.gov

Taylor White, Administrative Assistant II

Provide administrative support to the Civil Rights Office.

☎ Phone: 907-269-0715

✉ Email: taylor.white@alaska.gov



Why did the Federal Government Implement the DBE Program?

Background

The Department of Transportation (DOT) is dedicated to serving our community, including those businesses contracting with state agencies and recipients of DOT funds. The Department's Disadvantaged Business Enterprise (DBE) program is designed to remedy ongoing discrimination and the continuing effects of past discrimination in federally-assisted highway, transit, airport, and highway safety financial assistance transportation contracting markets nationwide. The primary remedial goal and objective of the DBE program is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.



DOT's Operating Administrations distribute substantial funds each year to finance construction projects initiated by state and local governments, public transit and airport agencies. DOT has the important responsibility of ensuring that firms competing for DOT-assisted contracts for these projects are not disadvantaged by unlawful discrimination. The Department's most important tool for meeting this requirement has been its DBE program, which originally began in 1980 as a minority/women's business enterprise program established by regulation under the authority of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes that apply to DOT financial assistance programs.

The DBE program was reauthorized by Congress several times since its inception; most recently in the Infrastructure Investment and Jobs Act, [Pub. L. 117-58](#), November 15, 2021, 135 Stat. [429](#) ([23 U.S.C. 101](#) note), Also known as the Bipartisan Infrastructure Law (BIL). The Act describes Congress's findings regarding the continued need for the DBE program due to the discrimination and related barriers that pose significant obstacles for minority and women-owned businesses seeking federally-assisted surface transportation work.

To meet the stated [8 objectives](#) of the DBE Program Regulation, recipients of DOT funds must develop and implement a DBE program that conforms to DOT standards set forth in [49 CFR Part 23](#) (for airport concessionaires) and [49 CFR Part 26](#). The integrity of DOT's DBE program depends upon systematic procedures to ensure that only bona fide small firms, owned and controlled by a socially and economically disadvantaged individual(s), are certified to participate as DBEs in DOT federally assisted programs. The DOT DBE Regulations 49 C.F.R. Part 23 and 49 C.F.R. Part 26 place primary responsibility for the certification process upon State Transportation Agencies.



Alaska Civil Rights Office DBE Program Overview

The main objectives of the DBE Program are:

- To ensure that our contractors comply with DBE laws and requirements.
- To ensure that DBEs can compete fairly for federally funded transportation-related projects.
- To ensure that only eligible firms participate as DBEs.
- To assist DBE firms in competing outside the DBE Program.

DBE applicants must meet these criteria:

- Business status, including size
- Social & economic disadvantage
- Ownership
- Independence
- Management and control

DBE Program Support Services:

Support Services are available to certified DBE firms. These services are provided to improve and maintain the business capabilities of DBE businesses and to assist them to be more competitive in their work on FHWA-assisted projects.

- DBE support services department
- technical training opportunities to enhance your business operations
- DBE reimbursement program
- Free business networking and consultation
- USDOT short term lending program

DBE helpful resources:

- [49 CFR Part 26](#)
- [Alaska Small Business Development Center](#) - Assistance on business issues
- [NAICS Maintenance](#) - Searches for NAICS/SIC codes and size standards
- [Procurement Technical Assistance Center \(PTAC\) of Alaska](#) - Assistance on Government Contracting
- [Small Business Administration \(SBA\)](#)
- [US DOT Office of Small Disadvantaged Business Utilization Mainpage](#) - US DOT Office of Small and Disadvantaged Business Utilization with links to current events, contract opportunities, and regulations.
- [US DOT Office of Small Disadvantaged Business Utilization DBE Program](#) - Federal DBE Program with links to regulatory issues, program information, and administrative guidance.
- Become a [DOT&PF AASHTOWare Project Vendor](#)

Support Services for DBE's

50% DBE Reimbursement Program

This application covers eligible expenses from **October 1, 2024 to September 30, 2025**. This year the amount is up to \$2,500.00. Remember this covers 50% of each acceptable purchase.

To ensure that we can process your application as efficiently as possible, please provide the following:

- Documents outlining which charge you're interested in having reimbursed;
- Receipt of the purchase;
- Supporting documents of the purchase which match the receipt;
 - The supporting documents must include the business credit card statement which identify the account owner, financial institution name and logo.
- Financial documents submitted as supporting documentation, that contain other information that is not relevant to the requested reimbursement may be redacted and or removed at the applicant's discretion.

Ideas of purchases to submit for reimbursement:

- Relevant business trainings/conferences:
- Memberships:
 - AGC Membership
 - Relevant to your work
- Hourly assistance:
 - QuickBooks
 - Tax specialists and or accountants
 - Website maintenance
- And more!

If you're not sure if something is reimbursable, please reach out and confirm with our office prior to submitting the documents.

Link to form: <https://dot.alaska.gov/cvlrts/forms.shtml#DBESS>

****Application approval is at the sole discretion of Alaska DOT&PF CRO DBE Business Development Office****

Submit completed application to:

Mail: Alaska DOT&PF Civil Rights Office

Attn: DBE Business Development Office

P.O. Box 196900

Anchorage, AK 99519-6900

Email: DOT.CRO.ProjectsDocs@alaska.gov

Phone: 907-269-0844

Fax: 907-269-0847

Expense/Vendor	Unit Price	Total Paid	Date Paid or Months	Attachment(s)
Alaska SBDC Training	\$0.00	\$100	10/01/2023	Invoice <input type="checkbox"/> Bank Info <input type="checkbox"/>
AGC Annual Membership	\$150	\$150	12/15/2023	Invoice <input type="checkbox"/> Bank Info <input type="checkbox"/>
Intuit Tax Preparation	\$50	\$200	January to April	Invoice <input type="checkbox"/> Bank Info <input type="checkbox"/>
Norton 360 Anti-Software	\$40	\$300	January to May	Invoice <input type="checkbox"/> Bank Info <input type="checkbox"/>
QuickBooks	\$35	\$105	October to March	Invoice <input type="checkbox"/> Bank Info <input type="checkbox"/>

Support Services for DBE's

Are you subscribed to our quarterly **Transporter Newsletter**?



Our quarterly newsletter provides vital information for all DBEs including updates to our office, new DBE Firms, news and opportunities for all DBEs and so much more! If you are not receiving our quarterly newsletter, please email Natalia at natalia.fricke@alaska.gov.

Check out our **Events Page**



Make sure to check out our **CRO Events Page** and our **Google Calendar** for upcoming events in Alaska!



Important Dates to Remember

Federal Fiscal Year breakdown:

- October 1: Start of Federal Fiscal Year
- October–December: Quarter 1
- January–March: Quarter 2
- April–June: Quarter 3
- July–September: Quarter 4
- September 30: End of Federal Fiscal Year

Civil Rights Office important dates:

- January 1: Bidder Registration Due
- March: Annual DBE & Subcontractors Conference
- April–October: Contract Compliance Review
- August 1: Triennial DBE Goal Methodology (2024)
- October 1–September 30: 50% DBE Reimbursements Submissions
- Once a year: Annual No Change Declaration Packet Submission



What is the Bidder 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. Firms will be listed on the [bidder registration online directory](#).

What is a Contract Compliance Review (CCR)?

If a contractor is selected for the CCR, our office will provide written notification and forward the following documents: Initial Letter, CCR Checklist, Utilization Report, Sample Employee List, FHWA 1273, Women and Minority Organization List, Required Postings, Federal EEO Bid Condition. The onsite visit will be scheduled during the peak employment time, which holds the greatest potential for employment and promotion of minorities and woman.

What is the 50% DBE Reimbursement Form?

Our offices invites DBEs to submit a reimbursement every Federal Fiscal Year of qualified purchases made by your business. Applications are processed on a first come, first served basis and are date stamped by the CRO. Please complete the application and submit the supporting documents.

What is the Annual No Change Declaration Packet?

The purpose of the annual declaration is to verify your firm's continued eligibility in the program and identify changes that may affect Disadvantaged Business Enterprise (DBE) and Airport Disadvantaged Business Enterprise (ACDBE) certification. This information is required to maintain DBE/ACDBE certification with the Alaska Unified Certification Program (AUCP).

- [Annual No Change Declaration Packet](#)
- [Annual No Change Declaration Packet for ANCs](#)

Thank you to the Following Folks!



UAA Institute of Social and Economic Research
UNIVERSITY of ALASKA ANCHORAGE



U.S. Small Business Administration



Schwabe™



U.S. SMALL BUSINESS ADMINISTRATION



VETERANS BUSINESS OUTREACH CENTERS

