

# DBE News

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Where in Idaho is this? See page 2

## What is a DBE?

A DBE is a small, for-profit business concern that is at least 51% owned and controlled by socially and economically disadvantaged individuals. The US Department of Transportation's (USDOT) DBE Program is designed to foster equal opportunity for minority, female and disadvantaged business owners on federal-aid transportation projects, and for helping them improve their business efficiency and flexibility.

This monthly newsletter is published by the ITD's DBE Supportive Services as an informational and educational resource for DBEs, contractors, consultants and federal-aid agencies on EEO, procurement and business issues. If you'd like to receive this newsletter regularly, please contact us for a **free subscription**.

— **Liz Healas, Editor**



## For Your To-Do List: DSBS Registration

*Want high-visibility for your business? Get your profile into the SBA's **Dynamic Small Business Search** online database.*

The **Central Contractor Registration (CCR)** is the electronic gateway vendor/contractor/grantee database for the federal government. All current and potential contractors must be registered in the CCR in order to receive federal contracts.

Among its many uses, the CCR serves

as a search engine for contracting officers who are looking for specific types of businesses or just performing business market research.

This isn't limited to government contract-

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## Feeling EEO Training-Challenged?

*How does your company provide EEO Training? IS your company providing EEO Training? If you're on shaky ground here, ITD can come to your rescue.*

Many companies struggle with providing training to their employees in the EEO areas. The owners or managers may not feel expert enough — not knowing what to cover, or even how to present the topic properly.

Guess what: ITD's EEO Office can help!

One of the many services that the EEO Office can provide is training to company employees. This training can take place during a company's annual meeting and then be counted as part of the company's dissemination of EEO information to man-

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**Inside ...** New DBEs ... Tax Help en Español ... 2012 Cert Reviews ... Online Native American Business Courses ... Idaho Anti-Union Law Overturned ... Safety Fest ... Lizapalooza 2012 ... BUSTED! Tales from the OIG ... Future Road Builders ... Nampa TECenter Expansion ... ITD Procurement Info

## DBE Supportive Services

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Visit us on-line at [www.itd.idaho.gov/civil/external.htm](http://www.itd.idaho.gov/civil/external.htm)

Office Location & Mailing Address:

3311 W. State Street, Room 100 / PO Box 7129, Boise, ID 83707

(Office Hours are 8am - Noon, 1pm - 5pm, Mountain Time)

## Newly Certified DBEs



Cary Susan Cruea, President

444 NE Ravenna Blvd., Suite 201, Seattle, WA 98115

Phone: (206) 985-7177

FAX: (206) 985-4161

Email: [relax@massagebar.com](mailto:relax@massagebar.com)

Homepage: [www.massagebar.com](http://www.massagebar.com)

Seated massage therapy services inside airports, foot massage and retail products.

To see our complete **DBE Directory**, visit on-line at [www.itd.idaho.gov/civil/dbeforms.htm](http://www.itd.idaho.gov/civil/dbeforms.htm). This listing is updated to our website on the first workday of every month. Hard copy versions of the directory, updated each quarter, are also available by request.

Wondering about the DBE certification application process? View our on-line slideshow at [www.itd.idaho.gov/civil/slideshow.ppsx](http://www.itd.idaho.gov/civil/slideshow.ppsx) for a quick overview.

## Tax Help 'en Español'

*Tax information can be tough to understand in any language, but it can be even more difficult if it is not in your first language. Here are some services to help.*

The IRS offers a wide range of free and easy-to-use products and services for Spanish-speaking taxpayers. Here are 10 ways you can get help from the IRS if you need assistance with your federal

taxes in Spanish:

1. **Get answers 24 hours a day seven days a week** Find a

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## 2012 Cert Reviews Due This Month

*"No Change" Affidavits and Three-Year Review Applications are all due on February 15*

### No Change Affidavit Forms

This quick and easy form is for DBEs who either were initially certified — or completed their last full three-year review — since 2009.

If **no** changes have happened since your last certification or renewal that would affect your firm's eligibility for the program, just fill out the form, sign it, and have it notarized. And don't forget to attach your 2010 business tax return. It's that easy and it's that quick.

But if you **have had** changes since your last certification or three-year REVIEW

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Clue for this month's **"Where in Idaho is this?"** (front page) A town south of here holds a carnival famous for its ice sculptures, but this is the carnival that has ski joring (= barrel racing + slalom racing).



Answer to January Issue (shown above): **Sun Valley**, located off Hwy 75. Can't wait until next month for answers? Visit [www.itd.idaho.gov/civil/dbeforms.htm#newsletters](http://www.itd.idaho.gov/civil/dbeforms.htm#newsletters).

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that would affect your ability to meet all DBE eligibility requirements — ones that you have not already alerted DBE Supportive Services about — you must attach an explanation of the changes along with all supportive documentation.

DBE Supportive Services will analyze what effect, if any, these changes have on your certification eligibility.

### Three-Year Certification Review Applications

These are for firms whose last full certification or three-year certification review was in 2009. The certification review application asks for updates on everything from ownership to Personal Net Worth.

There will be a checklist attached of the documents that are necessary to send in with the application. Be sure that all items are included before mailing in the packet to us.

After we receive your signed and notarized affidavits or certification review applications (with *all* needed documentation), you will receive a certification letter and certificate for Calendar Year 2012.

### All “No Change” affidavits and certification review applications are due February 15, 2012.

Anyone who fails to provide their affidavit or certification review application in a timely manner “will be deemed to have failed to cooperate” according to DBE regulations, which may result in removal of certification.

**DBEs who have had their certifications removed will be required to undergo the full application process again should they wish to have their certification restored.**

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## New Online Course For Native American Small Business Owners

Native American entrepreneurs have a new tool to help determine if they're ready for business ownership and to help them get started. **Native American Small Business Primer:**

**Strategies for Success** is a free, self-paced online business course developed for Native American business owners.

The course provides an overview of basic business principles and makes participants aware of the programs and services available from the U.S. Small Business Administration (SBA).

“Native American Small Business Primer: Strategies for Success will enhance the agency's effort to provide important resources for emerging Native American entrepreneurs,” said SBA Administrator Karen Mills. “Our ultimate goal is to help create jobs and stimulate economic and business development in our Native American communities. This course is an essential business development tool for the entrepreneur's toolbox.”

The new online course emphasizes busi-



ness planning and market research as essential steps to take before going into business; informs Native American entrepreneurs about the legal aspects of starting a business, includ-

ing the type of ownership (legal structure) and licensing; and provides key information on seed money for starting up, raising capital, and borrowing money.

In addition, there is a section on how to estimate business start-up costs that can help assess the financial needs of going into business.

The course is available from the SBA's Online Small Business Training web page under Online Courses for Starting Your Business at [www.sba.gov/content/online-courses-starting-your-business](http://www.sba.gov/content/online-courses-starting-your-business) (choose “Native American Business Primer”).

The Native American Small Business Primer course is one of nearly 30 online tutorials offered by the SBA's Online Business Training at [www.sba.gov/training](http://www.sba.gov/training).

secure website.

2. **Find out all about Free File** Let Free File do the hard work for you with brand-name tax software or online fillable forms. Everyone can find an option to prepare their tax return and e-file it for free. If you made \$57,000 or less, you qualify to use free tax software that is offered through a private-public partnership with manufacturers. Visit [www.irs.gov/freelfile](http://www.irs.gov/freelfile) and select En Español

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wealth of information accessible at [www.irs.gov/espanol](http://www.irs.gov/espanol) all day, every day. Find links to tax-related information, disaster relief, and warnings about identity theft and common tax scams. Check the status of your tax refund through the online tool ¿Dónde está mi reembolso? and even find out if you qualify for the Earned Income Tax Credit using the Asistente EITC on the IRS's

## Federal Judge Overturns Idaho Anti-Union Laws

U.S. District Judge B. Lynn Winmill threw out Idaho's two newest anti-union laws in late December, saying they violate federal law.

The two laws, passed during the 2011 legislative session, were expansions of Idaho's Right-to-Work Law.

**The Fairness in Contracting Act** banned "job targeting programs" that use union dues to subsidize members' wages as a way to help contractors win bids.

**The Open Access to Work Act** banned "project labor agreements" through which contractors sign agreements with unionized workers while bidding on public works projects.

The laws had been set to go into effect last summer, but two building and construction unions sued in U.S. District Court, stopping the laws from going into

effect while the lawsuit moved forward.

Judge Winmill wrote in his decision, "Nothing about a job targeting program ... makes union membership compulsory. Because Idaho is a right-to-work state, membership in any local in Idaho is entirely voluntary."

Winmill said Congress set up the parameters in which construction employers and unions could bargain, influenced only by their own economic power and the free play of economic forces. But he said the new Idaho laws upset that balance.

The Inland Pacific Chapter of Associated Builders and Contractors has filed notice of an appeal to the 9th U.S. Circuit Court of Appeals.

The State of Idaho hasn't indicated whether it plans to appeal the decision.

## Safety Fest of the Great Northwest

*Free safety training extravaganzas take place all over Idaho in 2012.*

The Safety Fest of the Great Northwest is a **FREE** 3 or 4 day training conference available to the construction and general industry communities.

This event is designed for the education of the Northwestern Region's front line workers, supervisors and managers of all levels. Anyone who desires to improve the safety performance of their business is invited!

Local businesses and agencies are invited to participate as sponsors, vendors or volunteers. Also, please encourage your employees to participate in this **free** training event.

Class offerings may include: OSHA 10 Hour Construction & OSHA 10 Hour General Industry Training; Accident Investigation; Combustible Dust; Defensive Driving; Employee Management Seminar -Suicide Prevention; Excavation and Trenching; HAZMAT; Ergonomics; Fall Protection and Scaffolding; First Aid/ CPR, and many more.

For more information regarding any of the Safety Fest events listed below, please contact **Denise D. Shields** at the Idaho Technology Transfer Center ([dshields@LHTAC.org](mailto:dshields@LHTAC.org)), or visit the web addresses listed below for current local contact information.

**Post Falls – February 21-23, 2012**  
[www.safetyfest-northernidaho.org](http://www.safetyfest-northernidaho.org)

**Twin Falls – March 27-30, 2012**  
[www.safetyfest-southernidaho.org](http://www.safetyfest-southernidaho.org)

**Pocatello – April 24-26, 2012**

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Starting in next month's DBE News we'll be covering bills in the **2012 Idaho Legislature** that have the potential to affect our DBEs and other small businesses. If you'd like to see what your lawmakers are up to in the meantime, visit [www.legislature.idaho.gov/legislation/2012/minidata.htm](http://www.legislature.idaho.gov/legislation/2012/minidata.htm).

*(TAX HELP, Continued from page 3)*

to review your options.

3. **Find out about e-file** Last year, 78% of taxpayers (112 million people) used IRS e-file. In 2012, many tax preparers will be required to use e-file and will explain your filing options to you. IRS e-file has processed more than 1 billion returns safely and securely. If you owe taxes, you have payment options to file immediately and pay by the tax deadline. Best of all, combine e-file with direct deposit and get your refund in as few as 10

days. For more information visit [www.irs.gov/espanol](http://www.irs.gov/espanol) and select Opciones Electrónicas.

4. **Get up-to-date at the Multimedia Center** Watch YouTube Video tax tips and listen to podcasts on various IRS topics in Spanish and English by entering the keywords "Centro Multimediático" into the search box of the irs.gov website.
5. **TeleTax** is a toll-free, automated telephone service which provides helpful pre-recorded tax topic mes-

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(SAFETY FEST, Continued from page 4)

<http://safetyfest-easternidaho.org>

Lewiston – October 23-25, 2012

<http://safetyfest-lewiston.org>

## More Lizapalooza in More Places!

*ITD's DBE Supportive Services continues to offer up valuable (yet free!) workshops for small businesses,*

Our perennially popular and free **Doing Business with the Government workshops**, a moveable feast of knowledge, continues to roam the state where you least expect it. Really.

Attendees will learn directly from experts from the Idaho Transportation Department, the Small Business Administration, the Idaho Procurement Technical Assistance Center (PTAC) and the Idaho Division of Purchasing about finding out about government projects, how to compete for them, the various business certifications such as DBE, HUBZone, WOSB and 8(a) that are available and who's eligible, and where to go for assistance.

We also have a federal contracting officer on hand at each location to discuss opportunities at agencies such as the U.S. Forest Service and Mountain Home Air Force Base.

See us this month in:

- Driggs on February 7
- Preston on February 8
- Blackfoot on February 9
- Mountain Home on February 28

Next month: Northern Idaho! Finalized training fliers can be viewed as they become posted at [www.itd.idaho.gov/civil/external.htm](http://www.itd.idaho.gov/civil/external.htm).

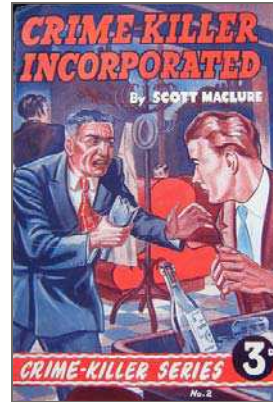
## Busted! Tales from the OIG

*New York Truck Broker Sentenced to Jail and ordered to pay \$97,321 for DBE Fraud Scheme*

On October 19, 2011, Brian Hotton, owner of BCM Industries, Inc. (BCM), was sentenced in U.S. District Court, Central Islip, New York, for his role in a \$3.1 million DBE fraud scheme.

Hotton was sentenced to serve six months in jail, to be followed by three years supervised release; pay a \$200 special assessment and restitution to the IRS in the amount of \$97,321 for unpaid taxes, interest and penalties.

Hotton previously admitted that between 1998 and 2001, BCM obtained a trucking subcontract with a DBE subcontract value of \$3,150,000, while posing as a DBE known as VVSS Co. Inc. on a Federal



The Office of the Inspector General: Killing Crime wherever federal transportation money is in peril.

Highway Administration-funded project on the Westside Highway in NYC.

Hotton conspired with Vijay Havaldar, the owner of VVSS, to create fraudulent documents in order to generate the false appearance that VVSS was performing the DBE trucking subcontract.

The investigation was conducted by the Federal Construction Fraud Task Force for the Eastern District of New York, whose members include the DOT-OIG; the IRS

Criminal Investigation Division; the U.S. Department of Labor, Office of Inspector General, Office of Labor Racketeering and Fraud Investigations; and the New York City Department of Investigation.

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- sages and refund information. Find more than 125 topics, available in Spanish and English, in the instructions for Form 1040, 1040A or 1040EZ. TeleTax is available 24/7 at 800-829-4477.
6. **Get tax forms and publications** in Spanish directly from [www.irs.gov/espanol](http://www.irs.gov/espanol), day or night.
  7. **Visit the IRS Spanish Newsroom** Find the agency's most recent announcements, tips and information on recently implemented tax law that could affect you. Avoid missing any benefits and keep up to date by typing the keywords "Noticias en Espanol" into the website search box.

8. **Multilingual Assistance at IRS Taxpayer Assistance Centers** Multilingual services are offered to taxpayers in more than 150 languages, including Spanish, through bilingual employees or an Over-the-Phone Interpreter. TAC locations, hours and services are available at [www.irs.gov/individuals](http://www.irs.gov/individuals) by clicking on the link for "Contact My Local Office" in the left tool bar section.
9. **Toll-Free Telephone Assistance** is available from Spanish-speaking IRS representatives at 800-829-1040 and then pressing the number 8.
10. **Stay connected** to all the newest information and tax tips in Spanish on Twitter @IRSenEspanol.

## Who Will Build Our Roads in 2040?

*We all know that engineers are born, not made ... but sometimes they need help realizing their destiny. ITD's student outreach speeds the process.*

For more than five years, ITD education outreach volunteers have shown countless Idaho young people that engineering and transportation-related activities can be interesting and sometimes even fun.

From constructing towers of pasta and marshmallows to brewing an asphalt-like "road" mix comprised of melted chocolate, nuts and oatmeal bits, transportation department volunteers have seized every opportunity to help students understand how important education is to the future.

ITD's 2011-12 education outreach plans will continue to involve more volunteers from more department sections, explained Michelle George, senior human resources specialist and ITD outreach coordinator (and member of ITD EEO Office Team).

"The level of participation by ITD volunteers continues to increase yearly," George said. "But there's still plenty of

opportunity for anyone to get involved in this important effort."

This year's activities will include continuing outreach activities at three high schools (Nampa, Columbia and Skyview), various construction fairs, the 2C Summer Camp for Canyon County middle schools, Engineering Girls Day at ITD, Boise State University's eGirls for young women grades 9-11, Discovering Engineering Day, hosted by the BSU Student Chapter of the Society of Hispanic Professional Engineers and Future City competition at BSU, as part of National Engineers Week.

The department's outreach activities also include providing Federal Highway Administration funding for the Junior Engineering Math and Science Summer Transportation Institute at the University of Idaho. A similar effort was recently funded at Idaho State University.



Many volunteers throughout ITD make the education outreach program a success (like those pictured above.) Some of these outreach volunteers are Brent Jennings, Dan Gorley, Erika Bowen, Frank Lester, Greg Laragan, Margaret Goertz, Monica Crider, Muhammad Zubery, Robert Koeberlein, Scott Snider, Terry McAdams, Tony Ernest, Victoria Jewell Guerra, Karissa Hardy, Amy Schroeder, Ron Wright, Shanon Murgoitio, Mary Lockwood, Brent J. Purvis, Cindy Mendoza, Nestor Fernandez, Mary Harker, Karen Blunk, Julie Caldwell, Liz Healas, Dan Everhart, Marc Munch, Wes Murphy, Rob Robbins, Norma Tarter, Larry Strough, Joy Finley, Dan Barrera, Paul Hart, Douglas McKinney, Steve Spoor, Rebecca Howell, Travis Enzminger, Wayne Hamilton, Blair Barrington, Dianna Hoffecker, Ken Acree, Mike McGuire, Bill Fogg, Mike Sprague, Janie Stillwell, Sandra Alberti, Pauline Davis, Chris Alden, Gregory Wozniak, John Cullen, Mark Humphrey, Duane Brothers, Michelle George, Kathleen Slinger, and Jeffrey Kuck and Gus Shanine from FHWA.

*(CERT REVIEW, Continued from page 3)*

In the meantime, they *will not* be counted as certified DBEs in the State of Idaho.

In other words, it's really important that you submit these forms by the February 15 deadline, or arrange for an extension.

If you have any questions about your "No Change" Affidavit or three-year certification review application, call DBE Supportive Services at (208) 334-4442, or toll-free at (800) 634-7790. ●

*(EEO TRAINING, Continued from page 1)*

agers and supervisors (which is required by Federal regulations, by the way).

The training takes approximately two hours and gives basic information on all of the EEO areas that managers and supervisors should know, including discrimination and harassment prevention.

The training is done in a format that allows interaction with the trainer and allows the employees to ask questions and voice concerns.

If your company would like to take advantage of this valuable opportunity, contact the ITD EEO Office at (208) 334-4442 or (208) 334-8458. ●

## Nampa TECenter Plans Expansion

*Nearly 10 years after opening, Boise State University's TECenter Business Incubator prepares for substantial growth this spring.*

Boise State University's TECenter is growing – in both size and scope.

This May It's scheduled to renovate 11,500 square feet of empty building space in Nampa, bringing the available

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Not all of ITD's projects open for bid are directly highway-related. Check out [www.itd.idaho.gov/business/business.htm](http://www.itd.idaho.gov/business/business.htm) (**Bid & Contract Information—ITD Goods & Services**) for bid openings on maintenance buildings, rest areas, sand sheds, mowing, and other services posted by ITD's Purchasing Section.

Consultants: mark this website in your "favorites": [www.itd.idaho.gov/design/cau/cau.htm](http://www.itd.idaho.gov/design/cau/cau.htm). Learn here how ITD uses professional services for highway project development and improvements.

(TECENTER, Continued from page 6)  
total of space to approximately 38,000 square feet.

A \$1 million federal economic development grant will cover renovation and associated costs.

The business incubator currently has space for about 15 start-up small companies (mostly software and e-commerce), and the expansion will allow it to double that capacity.

TECenter has worked with about 100 businesses since it opened in 2002 with a \$1.9 million grant from the Economic Development Administration.

Aside from providing office and research space (and holding down overhead costs through shared rent, electricity and Internet access expenses), TECenter also provides consultants to help start-up businesses develop and introduce products to the market.

Most business start-ups outside an incubator program see only a 20% success rate. TECenter companies enjoy about an 80% success rate — which helps explain why this is called an incubator.

To find out more about the TECenter, visit [www.bsutecenter.com](http://www.bsutecenter.com).

## ITD Highway Construction Projects

For the quickest, most complete notification of these projects as they are put out for bid, visit ITD's **Contractor Information Page** ([www.itd.idaho.gov/design/contractors/contrinfo.htm](http://www.itd.idaho.gov/design/contractors/contrinfo.htm))

This excellent resource features *Notice to Contractors* (**available online only**), which alerts you to all upcoming federal-aid and state highway construction

projects let through ITD, and list specific details and quantities, the names of resident engineers, and a brief description of the work to be performed.

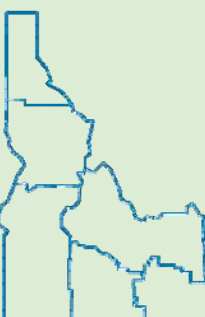
Also included is: *Quarterly Bidding Forecast*, *Planholder Lists* (updated daily), *Bid Result and Bid Abstract Information*, and *Contract Award Information*.

Are you a prime contractor looking for DBEs? Post your "Invitations to Bid" page at [www.itd.idaho.gov/civil/invitations.htm](http://www.itd.idaho.gov/civil/invitations.htm). You can also get modified lists of DBEs according to work area for solicitation — just contact DBE Supportive Services.



## Free Non-Bidder's Plans & Specs For DBEs

Idaho-Certified DBEs: remember to call DBE Supportive Services at (208) 334-4442 for *free* non-bidder's ITD Plans & Specifications if interested in bidding as a subcontractor. Limit of ONE set of plans per project per DBE firm. A DBE Non-Bidders Plan Holders list can be found at [www.itd.idaho.gov/civil/planholders.htm](http://www.itd.idaho.gov/civil/planholders.htm).



### Project-Related Questions?

<b>District 1</b>	<b>Coeur d'Alene</b>	<b>(208) 772-1200</b>
<b>District 2</b>	<b>Lewiston</b>	<b>(208) 799-5090</b>
<b>District 3</b>	<b>Boise</b>	<b>(208) 334-8300</b>
<b>District 4</b>	<b>Shoshone</b>	<b>(208) 886-7800</b>
<b>District 5</b>	<b>Pocatello</b>	<b>(208) 239-3300</b>
<b>District 6</b>	<b>Rigby</b>	<b>(208) 745-7781</b>

(*DSBS*, Continued from page 1)

ing officers — prime contractors use the CCR to locate subcontractors or potential teaming partners, too.

Obviously, visibility on the CCR is a valuable tool for making yourself known to the international purchasing community.

However, if you go a step further, there's an even better (and more detailed) way to market your capabilities to prospective buyers: the **Dynamic Small Business Search (DSBS)**.

The DSBS a spin-off function of the CCR maintained by the U.S. Small Business Administration (SBA). Businesses profiled on the DSBS can be searched by North American Industrial Classification System (NAICS) codes, business type, location, ownership, types of certification, bonding level and keywords. References for government contract performance history can be posted, too.

How do you get registered on the DSBS? By first being registered on the CCR. You may or may not have noticed, but at the conclusion of your initial CCR regis-

tration – assuming you're a small business -- you were given the option of going on to fill out the "SBA Supplemental Page."

**Veronica Bermejo**  
CCR/DSBS Contractor  
US Small Business Administration  
[Veronica.Bermejo@sba.gov](mailto:Veronica.Bermejo@sba.gov)  
FAX: 202-481-5524

If you didn't see it, don't worry. You can always go back in and update your CCR profile, thereby get another

opportunity for DSBS registration.

Much of the information on the DSBS will be populated by your CCR profile; other fields you must take the time to fill in yourself. Make sure your Capabilities Narrative and the Keywords under your DSBS profile contain all the applicable products and services your company provides.

Don't forget to keep all your information current in both your CCR and DSBS profiles, especially your email and website addresses. It's no use registering if no one can contact you!

The SBA takes care of other updates, like 8(a) Business Development and HUBZone program certification status.

Ready to get started? Visit [www.ccr.gov](http://www.ccr.gov). You can even download a User's Guide in the "Help" section.

## ITD & TITLE VI

The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ITD assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ITD service, program, or activity.

The department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

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