

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**



DBE APG For FFY12

Long story short, the proposed Annual Participation Goals (APGs) will be 6% for Highway, 0% for Aviation and 0% for Transit.

The Idaho Transportation Department (ITD) announces the following proposed percentages for the Disadvantaged Business Enterprise (DBE) Program Annual Participation Goals (APG) in each administrative mode for United States Department of Transportation (USDOT)-assisted contracts.

The proposed goals for Federal Aviation Administration (FAA) and Federal Transit Administration (FTA) are 0% for Federal Fiscal Year 2012 (FFY12) through Federal Fiscal Year 2014 (FFY14).

No DBE Goals On Individual ITD Projects?

That's right, ITD currently operates under a race/gender-neutral program with no individual DBE project goals.

A 2005 Ninth Circuit Court of Appeals decision (*Western States Paving Co. v. State of Washington Dept. of Transportation*) prompted all states affected by this ruling — that included Idaho — to pursue their DBE participation through race/gender-neutral means until they had the results of a formal disparity study.

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ITD is proposing a reduction to the goal for the Federal Highway Administration (FHWA) during FFY12 through Federal Fiscal Year 2013 (FFY13) to 6%.

These goals have been developed based on data obtained in ITD's Disparity and Availability Study and annual goal-setting methodology process.

ITD has filed information regarding the methodology used in the establishment of the APGs with FAA, FHWA and FTA. This information is available for inspection at the

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Inside: Newly Certified DBEs ... DBEs in Action ... Caldwell Business Incentive Program ... Comment Sought on ACA ... Community Advantage Loans ... Employment Eligibility Guidance ... BUSTED! Tales from the OIG ... Zions Smart Women Grants ... Training Calendar E-mailings ... ITD Procurement Info

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(Office Hours are 7:30am - Noon, 1pm - 5pm, Mountain Time)

Newly Certified DBEs

Elite Edge Engineers, PLLC

Lisa K. Vernon, Managing Member

3501 Elder Street, Suite A, Boise, ID 83705

Phone: (208) 429-1960 FAX: (208) 429-1959

Email: lisa@eliteedgeengineers.com Homepage: www.eliteedgeengineers.com

Civil engineering design and consulting services, specializing in structural and bridge design.

Straight Stripe Painting, Inc.

Karen J. Cheever, President

1812 W. Sunset Blvd. #1-1525, St. George, UT 84770

Phone: (435) 669-9520 FAX: (435) 634-0580

Email: kcheever@straightstripe.com Homepage: www.straightstripe.com

Pavement markings, sign creation & installation (non-electrical), traffic control, removal, sandblasting, grinding, thermoplastic, guardrail, crash cushion, striping.

To see our complete **DBE Directory**, visit on-line at www.itd.idaho.gov/civil/dbeforms.htm. This listing is updated to our website on the first workday of every month. This month, we've added additional tabs within the Excel spreadsheet format breaking out DBEs by contractor, consultant, service provider and supplier.

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 for a quick overview.

DBEs in Action

At the ITD Project Development Conference held in Boise last month, DBE **Rosemary Brennan Curtin, Inc.** (a Boise-based public affairs consulting firm), was a co-recipient of an Excellence in Transportation Award.

In the category of Public Participation, RBCI along with Mike Pepper of KMP Planning and Ken Helm from ITD District 2 were recognized for "the seamless, district-wide approach to public involvement" on the District 2 Corridor Studies.

To learn more about RBCI, visit <http://www.rbcinet.net>.

Also at the conference, DBE Lynda Friesz-Martin, president of **Lynda Friesz Public Relations, Inc.** (www.lfprinc.com), presented a "Tradition, Trends and the Future, New Media and Transportation," a workshop about latest news and trends on social networking and public affairs over the net and how they can be used for transportation projects. (To

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Clue for this month's "**Where in Idaho is this?**" During WWII, this was the site of a Naval Training Base, the largest town in Idaho. Today, it's the site of a Naval Acoustic Research Detachment (yep, the lake is deep enough for submarines).



Answer to May Issue: **Idaho State Veterans Cemetery**, in Boise.



RBCI President **Rosemary Brennan Curtin** shown here with ITD Director Brian Ness at the Excellence in Transportation Awards Banquet.

(DBE in Action, Continued from page 2)
view a copy of her presentation, visit www.itd.idaho.gov/pdc11/presentations.htm.)

Other news bits: Sharon Katzke of **Independent Cost Estimating & Analysis (ICEA), Inc.** has unveiled a sweet new website at <http://iceainc.com>. (See what your DBE Marketing Grant can help do for you?)

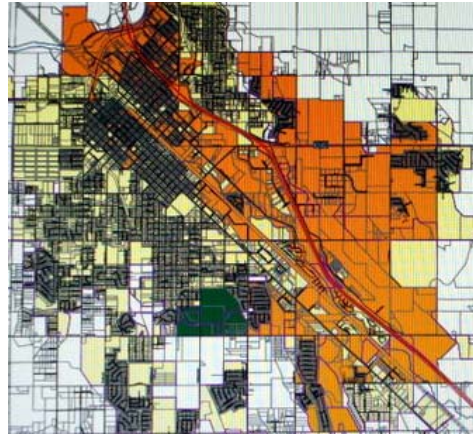
And speaking of marketing, Stacy McBain of **In-Flow PR** publishes a helpful e-newsletter which offers up free tips on marketing on your business. Email her at stacy_mcbain@yahoo.com to subscribe.

Barbara Perry Bauer and Elizabeth Jacox, the owners of **TAG Historical Research & Consulting** (www.taghistory.com) are giving free "TAG Walks, A Walk Through Time" around the Boise downtown area on historical points of interest. They have an upcoming Idaho Botanical Garden Lecture on "Exploring the Electric Railway in the Treasure Valley" on July 19, and another lecture about the 120th Anniversary of Boise's Electric Railway on August 13. If you're interested, be sure to contact them so they can send you an e-vite. ●

Caldwell's Business Incentive Program

The Caldwell East Urban Renewal Agency (CEURA) has developed a grant program to encourage commercial and industrial investment and expansion of existing businesses that create quality jobs within its District.

Earlier this year, the Caldwell East Urban Renewal Agency (CEURA) adopted a **Business Incentive Program** to encourage new -- as well as expansion of existing -- retail, service and industrial investment businesses in its urban renewal district.



CEURA (shown in orange) encompasses about half the City of Caldwell.

Designed to create new "quality" jobs in Caldwell, the incentive program offers grants that would fund reimbursement of up to half of expenditures related to relocation, new development, and redevelopment of existing properties.

Quality jobs are defined as a wage of at least \$12/hour with a combined wage and benefits of \$14.50/hour (twice minimum wage).

The amount granted would depend on the number of new jobs created but would not exceed \$10,000 per job over two years. The overall grant cap is \$200,000.

A minimum of \$20,000 in new capital investment is required from the applicant; capi-

tal and tenant improvements that become part of real property are eligible.

Applications will be accepted year-round and reviewed quarterly. To apply or for more information on the program, drop in at the Caldwell Economic Development Council, 524 S. 9th Ave., Suite 101; mail your inquiry to PO Box 668, Caldwell, ID 83605, or go to www.caldwellonline.org.

Treasury, IRS Seek Comment on ACA

The IRS is asking for public comment as it develops guidance on how employers can comply with the Affordable Care Act (ACA).

The Treasury Department and Internal Revenue Service has requested public comment on issues relating to the shared responsibility provisions included in the Affordable Care Act that will apply to certain employers starting in 2014.

Under the Affordable Care Act, employers with 50 or more full-time employees

that do not offer affordable health coverage to their full-time employees may be required to make a shared responsibility payment.

The law specifically exempts small firms that have fewer than 50 full-time employ-

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SBA Approves First 6 Lenders For Community Advantage Loans

Community-based, mission-focused lenders will start accepting loan applications from small business borrowers immediately. One of them is in Idaho!

In late April, the U.S. Small Business Administration (SBA) approved an initial group of six community-based, mission-focused lenders to start accepting and processing Community Advantage loan applications from small business borrowers immediately.

The new Community Advantage pilot program was announced by SBA in December and is designed to expand access to lower dollar loans and lending in traditionally underserved communities.

SBA and U.S. Department of Commerce studies have shown the importance of lower dollar loans to small business formation and growth in underserved communities. Even though SBA loans are three-to-five times more likely to go to women and minority-owned small businesses, underserved communities were hit disproportionately hard by the recession.

The pilot program is specifically aimed at expanding points of access to capital for small business owners by opening SBA's 7(a) loan program to community-based, mission-focused financial institutions, including Community Development Financial Institutions, SBA's Certified Development Companies and SBA's non-profit microlending intermediaries.

Community Advantage leverages the experience these institutions already have



The Idaho-Nevada Community Development Financial Institution in Pocatello (www.idahonevadacdfi.org) is one of only six lenders approved nationally for the new loan program.

in lending in economically challenged markets, along with their management and technical assistance expertise to help make their borrowers successful.

“Working with these community-based, mission-focused lend-

ers will greatly enhance our ability to bring much needed financial backing to small businesses in underserved communities, which include minority-, women- and veteran-owned, as well as rural businesses,” SBA Administrator Karen Mills said. “These businesses are among the hardest hit by the recent economic downturn and helping them to recover, expand and create jobs will strengthen both their local and our nation’s economy.”

The first Community Advantage lenders approved by SBA are:

1. Cen-Tex CDC dba BCL of Texas, Austin, Texas
2. The Progress Fund, Greensburg, Pennsylvania
3. Eastern Maine Development Corporation, Bangor, Maine
4. **Idaho-Nevada Community Development Financial Institution, Pocatello, Idaho**
5. Kentucky Highlands Investment Corporation, London, Kentucky
6. CDC Small Business Finance, San Diego, California

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New Employment Eligibility Guidance

USCIS Issues Updated Form I-9 Handbook for Employers & Launches E-Verify Self-Check Program

The U.S. Citizenship and Immigration Services (USCIS) recently released two tools to help employers and employees with the employment eligibility verification process—a revised handbook on Form I-9 and the new E-Verify Self-Check Program.

The **Handbook for Employers: Instructions for Completing Form I-9** helps employers better understand the employment eligibility verification process. All employers are legally required to verify the identity and employment authorization of each worker. To comply with the law, employers must complete Form I-9, “Employment Eligibility Verification.”

U.S. Immigration and Customs Enforcement (ICE) recently increased I-9 inspections and audits of both large and small businesses nationwide. All employers should evaluate their I-9 process to comply with these requirements.

USCIS has also created the **E-Verify Self Check Service**, a free, Internet-based application that can be used by U.S. workers over the age of 16 to confirm their employment eligibility. Self Check is part of E-Verify, a program administered by USCIS in partnership with the Social Security Administration.

E-Verify allows employers to verify the employment eligibility of their newly hired employees. While participation in E-Verify is voluntary for most businesses, some companies may be required by state law or federal contract law to use it.

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Employers can contact USCIS with questions regarding the I-9 process or E-Verify at (888) 464-4218 or E-Verify@dhs.gov.

USCIS also offers free live webinars about the Form I-9 process. For E-Verify Self Check, employees should call (888) 897-7781 or email E-VerifySelfCheck@dhs.gov. The revised *Handbook for Employers* is available at www.uscis.gov/files/form/m-274.pdf.

(ADVANTAGE, Continued from page 4)

These lenders may begin making Community Advantage loans immediately. SBA will continue approving lenders on a rolling basis.

Expanding opportunities for entrepreneurs and small business owners in underserved communities is core to SBA's mission. As a result, all of SBA's programs are having an impact in underserved communities. In addition to the Community Advantage pilot program, in December SBA announced the new Small Loan Advantage, which is open to the agency's 630 existing Preferred Lenders.

Both Community Advantage and Small Loan Advantage offer a streamlined application process for SBA-guaranteed 7(a) loans up to \$250,000. Advantage loans will come with the regular 7(a) government guarantee, 85% for loans up to \$150,000 and 75% for those greater than \$150,000.

SBA Loan Program Briefings

The SBA gives regular loan program briefings at many of its District Offices. In Boise, the briefings occur on the third Tuesday of every month. Visit www.sba.gov/id for more details. In Spokane (www.sba.gov/wa) they occur on the first Thursday of each month.

Busted! Tales from the OIG

Former Tennessee Department of Transportation Employee Charged with Soliciting and Accepting Bribes from a Sub-Contractor

On January 18, 2011, James D. Hagar was charged in U.S. District Court, Nashville, Tennessee, with soliciting and accepting \$30,000 from a Tennessee Department of Transportation (TDOT) sub-contractor.

TDOT receives funding from a federal program aimed at building and maintaining public roadways. One of the road projects involved widening a stretch of Interstate 65 and installing five "impact attenuators", devices that absorb errant motor vehicle's kinetic energy and/or redirecting an errant motor vehicle away from a hazard or from machinery or workers engaged in road work, at a cost of \$16,000 to the state.



Appropriate requests from DOT personnel: "Submit copies of your certified payrolls." Inappropriate: "Transfer funds to my secret bank account." Just ask the Office of the Inspector General.

However, based on Hagar's recommendation, 17 additional attenuators were installed and approved by TDOT that resulted in the state paying an additional \$272,000 to one of the subcontractors.

Hagar solicited and accepted \$30,000 from a principal/employee of that subcontractor on account of and in connection with Hagar's recommendations that TDOT approve the additional attenuators.

If convicted, Hagar faces up to 10 years in prison and a \$250,000 fine.

This investigation was conducted jointly with the Tennessee Bureau of Investigation.

Zions Accepting Smart Women Grants Applications

Now in its sixth year, Zion's Smart Women Grant program has awarded more than \$130,000 in micro-grants to date. In 2010, there were 113 candidates.

The Zions Bank Women's Financial Group is accepting applications from women seeking micro-grants through Friday, July 8. One grant of \$3,000 will be offered to female candidates in Utah and Idaho who excel in a variety of fields

One successful candidate will be chosen from each of these categories:

1. Small business start-up & expansion

2. Community development
3. Continuing education and teacher support
4. Child and elder care
5. Health and human services
6. Arts and culture

Community peer review panels will select

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Join our Training Calendar Emailing Club!

Idaho DBEs have so many convenient, inexpensive business training choices. DBE Supportive Services now uses a bi-weekly emailing format instead of publishing them in this monthly newsletter.

Since we don't get much advance notice on many training events, a biweekly emailing allows us to include more opportunities.

The emails conveniently include course descriptions, locations, and a handy hyperlink straight to the training site for registration.

This enables subscribers to browse through a wide range of business training opportunities without having to track them down on their own.

We focus on short, inexpensive trainings that will benefit time-crunched small business owners in the areas of finance,

DBE-Friendly, Liz-Approved

All the classes or workshops featured on our Training Events Calendar are eligible for reimbursement through the **\$500 DBE Training Grant**. Just contact DBE Supportive Services for a Training Grant Application.

marketing and project management.

Naturally, we'll be including all Idaho DBEs in our emailing list, but we'll be delighted to add anyone who is interested in receiving the training calendars to our subscription list.

If you know of some great Idaho training opportunities that we've missed, please let us know, so we can include it in our regular searches for calendar content.

And, as always, if there's a specific type of training you need, we're here to help you locate it.

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ees. This provision takes effect in 2014.

Notice 2011-36, posted on May 9 on www.irs.gov, solicits public input and comment on several issues that will be the subject of future proposed guidance as Treasury and the IRS work to provide information to employers on how to comply with the shared responsibility provisions. In particular, the notice requests comment on possible approaches employers could use to determine who is a full-time employee.

The request for comment is designed to ensure that Treasury and IRS continue to receive broad input from stakeholders on how best to implement the shared responsibility provisions in a way that is workable and administrable for employers, allowing them flexibility and minimizing burdens.

Employers have asked for guidance on this provision, and a number of stakeholder groups have approached Treasury and IRS with information and initial suggestions, which have been taken into account in developing the request for comment.

By soliciting comments and feedback now, Treasury and IRS are giving all interested parties the opportunity for input before proposed regulations are issued at a later date.

To submit comments:

E-mail to: Notice.Comments@irscounsel.treas.gov. Include "Notice 2011-36" in the subject line.

Mail to: Internal Revenue Service, CC:PA:LPD:PR (Notice 2011-36), Room 5203, P.O. Box 7604, Ben Franklin Station, Washington, DC 20044.

The deadline for comments is June 17, 2011.



Okay — not *any* place.
Safety first, everyone!

Attend Class Any Time, Any Place

Many small business owners have jam-packed schedules which limits their availability for attending valuable training. Here's an excellent alternative: **on-line classes**. Participants can complete the class work from the comfort of their own home at times of their own choosing.

Many universities and colleges have an **Ed-2-Go Program** (www.ed2go.com) offering six-week interactive

courses in Business Management. Topics include Mastery of Business Fundamentals, Project Management, Fundamentals, Small Business Marketing a Shoestring, QuickBooks for Contractors. For more information, visit .

There are also on-line courses through the **Inland Northwest Associated General Contractors (AGC)'s Education Center** at www.nwagc.org/CIWDC/Online.htm. The 10-week modules include "Introduction to Construction Estimating", "Construction Blueprint Reading" and "Construction Problem-Solving and Decision-Making". There are also shorter modules such "Project Management Preplanning."

Having problems finding the types of training you need? Let DBE Supportive Services know; we're pretty good at finding these kinds of things.

Not all of ITD's projects open for bid are directly highway-related. Check out www.itd.idaho.gov/business/business.htm (**Bid & Contract Information—ITD Goods & Services**) for bid openings on goods and services solicitations related to maintenance and storage structures, rest areas, mowing, electrical, sprinkling systems, HVAC, fencing, and more posted by ITD's Purchasing Section.

Consultants: Keep an Eye on the CAU Website

ITD's **Consultant Administration Unit (CAU)** processes all professional services agreements for project development and highway improvements connected to highway projects.

Term Agreement solicitations and reports, Requests for Proposals, forms, standard drawings, changes to consulting procedures and other important links are all posted on CAU's page at www.itd.idaho.gov/design/cau/cau.htm.

And here's a big heads-up for all firms who work (or hope to work) as a subconsultant on a work task under the Term Agreement : they must also be on the Term Agreement for the category of service they will be providing as a subconsultant.

There's also been a recent increase in Term Agreement limits: up to \$1.5 million over the two-year term, or up to \$500,000 for individual task orders,

For more information, contact **Holly McClure**, Agreements/Grants/Contracts Program Specialist at (208) 334-8486 or holly.mcclure@itd.idaho.gov.

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)

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*.

Looking for primes who are looking for DBEs? Check our "**Invitations to Bid**" page at www.itd.idaho.gov/civil/invitations.htm regularly for updates.



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.

(**ZIONS**, *Continued from page 5*)

the grant recipients, who will be announced at the Zion's Bank Smart Women Smart Money Conference on September 28 in Salt Lake City.

Priority consideration for funding will be given to proposals that: promote the empowerment of women; emphasize collaboration between women entrepreneurs or non-profit entities supporting

women; directly benefit women or low-income and underserved populations; support endeavors that immediately benefit communities in which Zions Bank has a presence; and for proposals that provide a sound plan for measuring performance and results.

To download the application or for more information, visit: www.zionsbank.com/swsm_grant.jsp.

(APG, Continued from page 1)

ITD External Equal Employment Opportunity (EEO) Office, 3311 West State Street, Boise, Idaho during normal business hours for 30 days following the date of this notice.

Comments on any of the three goals may be sent for 45 days following the date of this notice to: Julie Caldwell, ITD EEO Contract Compliance Officer, P.O. Box 7129, Boise, Idaho 83707-1129.

Comments on the FAA goal may be sent to Christine Whitehead, External Pro-

gram Manager, Federal Aviation Administration, NW Mountain Region, 1601 Lind Ave, SW Anm – 9, Renton, Washington 98055.

Comments on the FHWA goal may be sent to Jeffrey Kuck, FHWA Civil Rights Program Manager, 3050 Lakeharbor Lane, Suite 126, Boise, Idaho 83703.

Comments on the FTA goal may be sent to Monica McCallum, Civil Rights Officer, Federal Transit Administration, Region Ten, 915 Second Ave. Suite 3142, Seattle, Washington 98174-1002. ●

(NO GOALS? Continued from page 1)

ITD's first DBE Disparity Study was completed in late 2007 by BBC Research and Consulting, Inc. Per the recommendations of that disparity study, ITD continued to pursue a race/gender-neutral program. (The disparity study can be viewed on-line at www.itd.idaho.gov/civil/disparity.htm.)

ITD's current proposed FFY11 APG, incorporating the findings of the 2007 DBE Disparity Study, is 6%.

A new DBE Disparity Study update, conducted by DBE-certified firm **D. Wilson Consulting, LLC**, is currently in process and is estimated to be completed by the end of 2011. Stayed tuned to this newsletter for further developments. ●

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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