

**Hawaii Department of Transportation
Disadvantaged Business Enterprise Supportive Services Program Application
(DBE SS 2009 – 2011)**

Please complete and return application to Hawaii Department of Transportation, Office of Civil Rights, DBE SS Program, 869 Punchbowl St. room 112, Honolulu, Hawaii 96813. If you have any questions call Don Fukuhara at (808) 587-6333 or email don.fukuhara@hawaii.gov.

Select from the following:

- I. One-on-One Consultant Services
- II. Technical Training and Tuition Reimbursement Request Form
- III. Business Development
- IV. Highway Standard Specifications for Road and Bridge Construction

General Information: (All applicants must complete this section.)

One application per person. Print legibly or type

Name of Firm:	
Name of Person/Title:	
Federal Tax ID# or Social Security #:	
Mailing Address:	
Email:	
Telephone/Fax no.:	
DBE certified	<input type="checkbox"/> Yes <input type="checkbox"/> No Certification expiration date:
Pending DBE certification. Brief explanation:	

Signature of DBE owner	Date of Request

I. One-on-One Consultant Services

Please explain the type of One on One assistance you would require.

DBE SS may set up individual appointments with consultants for assistance in business development, finances, and technical assistance to DBE firms.

❖ Use the space below for your explanation. You may attach additional sheets if necessary.

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II. Technical Training and Tuition Reimbursement Request Form

Your firm may be eligible to receive training reimbursement funds up to the maximum of \$1,000 during the Federal fiscal year (October 1 to September 30) based on availability of funds. This reimbursement request must be accompanied by supporting documentation (i.e. training description, course guide) fifteen (15) calendar days prior to commencement date. **Cost for travel is NOT reimbursable**

Title of: Seminar, Conference or Learning Institution	
Workshop title (if different from above):	
Date(s): Location: City & State:	
Summary of Expenses	
Registration cost:	\$
Books/Materials:	\$
Total Estimated Cost	\$
* Justification for training is required to complete the pre-approval process You must obtain pre-approval to qualify for reimbursement.	

*Justification for training: (You may attach additional sheets if necessary)

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III. Business Development

DBE Supportive Services Workshops provide technical assistance and contracting opportunities in highway construction projects.

Workshops to be offered on Kauai, Maui, Hawaii and Oahu. Please check mark topics you are interested in attending.

1. Marketing
 - Matchmaking with Prime Contractors (working on Highway projects)
 - Networking opportunities with government agencies (Federal, State, City & County)
 - Marketing for Non construction related firms
 - How to do business with HDOT
2. Estimating/Bidding/Procurement
 - Bid Procedures
 - How to complete Federal forms
3. Workforce Productivity
 - Sufficient labor force
 - Resources and skilled labor force
4. Administrative Management
 - Information on future projects, bid opportunities
 - Contracting opportunities for Professional services
 - Subcontracting with Prime Contractors
5. Financial Management
 - Job Costing, budgeting
 - Business loan assistance
 - Quick books, for accounting and record keeping
 - Taxes (Federal and State)
 - Bonding, insurance coverage & licensing
6. Computer
 - Basic software applications

- ❖ Require the name of the person attending and the DBE SS will inform you on the time and location of workshop.

IV. Highway Standard Specifications for Road and Bridge Construction

2005 Highway's Division, Hawaii Standard Specifications for Road and Bridge Construction. This manual will assist DBE firms understand the technical and quality control standards. Restricted to *one copy per DBE firm*.

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For Office Use Only:			
Date received:			
<input type="checkbox"/> Actively working on HDOT FHWA project		<input type="checkbox"/> Highway Standard Specifications Road & Bridge manual	
<input type="checkbox"/> Out of state DBE		<input type="checkbox"/> DBE Newsletter	
<input type="checkbox"/> One on One Consultant Service		<input type="checkbox"/> Business Development	
<input type="checkbox"/> Technical/Tuition Training Reimbursement			
Amount previously reimbursed for FFY	\$		
Amount of request	\$		
Documents received with reimbursement request:			
<input type="checkbox"/> Denied Reason: _____ <input type="checkbox"/> Approved Date Applicant Notified: _____			
_____		_____	
DBE SS signature		DATE	

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