



DBE Quarterly



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HAWAI'I DEPARTMENT OF TRANSPORTATION



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Hawai'i Department of
Transportation
Office of Civil Rights
Disadvantaged Business
Enterprise
(DBE) Program
869 Punchbowl St. room 112
Honolulu, Hawai'i 96813

Please consider the environment
before printing.

MAHAALO!



on Annual Affidavit of No Change

In an ongoing effort to make the DBE certification process more efficient and less humbug for our DBEs, we have made two changes to our **Annual Affidavit of No Change (AANC)** procedure.

⇒ We will now be sending out AANC e-mail reminders in **May** of each year, after most of you have filed your tax returns, rather than on your certification anniversary date. At this time we ask for your company's federal tax return for 2015 and a notarized copy of your AANC for 2016.

⇒ The second change is that you may submit your taxes **and** notarized AANC electronically via e-mail or by US mail. In the past we accepted an electronic copy of your taxes and notarized AANC but required you also send in the original notarized copy of the AANC.

It is no longer necessary to mail in the original notarized AANC, the electronic version will suffice.



As a reminder, please be sure to let us know if there is a change in your email address or other contact information. We hope this new process makes it a little easier to submit your annual documentation.

It is the DBE's responsibility to inform HDOT whenever there are changes to your firm's contact information, legal structure, ownership, business size, owner's personal net worth or control.

If you do NOT receive an email reminder from Julie Rawlins, DBE Program Certifier, please take these preliminary steps:

1. Check your spam or junk mail folder in your email account - the email might have gone there.
2. Check your company's contact information on the online DBE Directory

(<http://hidot.hawaii.gov/administration/files/2013/01/dbe-directory-name.pdf>) to ensure

that the listed email address is correct. For more information, please contact Julie at julie.a.rawlins@hawaii.gov or 808 587-2210.



DBE Policy Statement

The Hawai'i Department of Transportation (HDOT) is committed to a policy of equal opportunity & non-discrimination in the award & administration of state & federal contracts. The DBE Program is a federal program under the U.S. Department of Transportation (USDOT). As a recipient of federal funds, HDOT must comply with Title 49 Code of Federal Regulations, Part 23 & Part 26 (49 CFR 23 & 26).

DBE Fraud and Abuse



U.S. Department
of Transportation

Office of Inspector General

The U.S. Department of Transportation Office of Inspector General (OIG) maintains a Hotline to facilitate the reporting of allegations of fraud, waste, abuse or mismanagement in the DBE Program. One example is when a contractor self-performs work on a contract that was committed for a DBE in order to increase profit and meet a DBE contract goals. If you know of any such incidents, you may report such allegations through the contact information provided by visiting OIG's web page <http://www.oig.dot.gov/>

Hotline Information Website: <http://www.oig.dot.gov/Hotline>

Contractor Complaint Form: <http://www.oig.dot.gov/far-contractor-reporting-form>

Email: hotline@oig.dot.gov 

Phone: Toll-Free Hotline: 1 800 424-9071 Direct: 202 366-1461 

U.S. Mail: DOT Inspector General P.O. Box 23178, Washington, DC 20026-0178

Other Resources: DOT Fraudulent Letter Alert

<http://www.dot.gov/assistant-secretary-administration/procurement/fraudulent-letter-warning>

GOAKAMAI website, Mobile Apps & 511



GoAkamai initiative is a cooperative program made possible by the collaboration of HDOT and the City and County of Honolulu Dept. of Transportation Services. GoAkamai.org provides a one-stop resource for real-time traffic conditions; roadway construction, carpooling, bus and construction information for the island of Oahu. Mobile app users can enjoy all the features and functions that are available at GoAkamai.org including the interactive Traffic Map, access to all the region's transportation information and services. The 511 is an interactive voice response system that provides current information on roadway delays, the Freeway Service Patrol, and public transportation information.

More details can be found on the website at: <http://goakamai.org/home>





HDOT Roadwork Information



HDOT Highways Division is working hard to improve our aging highway infrastructure. Major projects are currently underway and in various stages of planning and design. Visit the roadwork website as a resource with links to each island to help you know before you go. Scheduled roadwork that will require lane closures on state highways are listed and are updated every Friday.

<http://hi dot . hawai i . gov / hi ghways / roadwork />

For construction updates with the Honolulu Authority for Rapid Transportation (HART) visit their website under the tab "Traffic Updates"

<http://www.honolulutransit.org/>



Save the Date for DBE Education Program

Save the Date
 Hawai'i DOT DBE Education Program
 Date: March 16, 2016 Honolulu Country Club
 DBEs learning about the State of Hawaii's procurement process from Department of Transportation officials and industry professionals.
 Registration opens February 16, 2016
www.hidbeventbrite.com
 Collaborated with: MBDA Business Center at the University of Hawai'i and State of Hawai'i Department of Transportation

DBE be sure to mark your calendars for **March 16, 2016** to learn about the State of Hawaii procurement process from HDOT officials and industry professionals. The morning session will be presentations by HDOT contracting officers (i.e. project managers) to discuss the process; from wish list to award. We will have a panel discussion highlighting the challenges and successes DBEs have had in HDOT contracting. The afternoon session will be networking with HDOT and prime contractors. Flyer can be found on our DBE website at: <http://hidot.hawaii.gov/administration/files/2013/01/March16savethedate.pdf>

This conference is in collaboration with MBDA Business Center at the University of Hawai'i & HDOT.

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DBE Program Staff

Newly Certified DBEs

November 2015
to February 2016

Actuarial-Insurance Data Analyst Consulting LLC •
Ludlow, PA • Actuarial Consulting Services
& Data Support Services

KN Consulting, LLC • *Honolulu* • Civil Engineering,
Design & Consulting, Project Management Services

Success Strategies, Inc. • *Quincy, MA*
Technical Writing Software Development, Marketing
Writing, Pamphlets, Brochures, Editing

Environmental Resource Solutions Inc.
• *Jacksonville, FL* • Environmental Consulting

MEM Consulting, LLC dba Lemona Hawaii • *Honolulu* •
Perishable Prepared Food Manufacturing,
General Merchandise Store

La Siesta Spa & Lounge, Inc. • *Honolulu*
Provides Hostel Accomodations, Executive Lounge,
Massage & Luggage Check-In Services

Ho'omaka Contracting, LLC • *Kurtistown* • General
Contractor, Site Preparation & Utility System Installation

ACM Consulting LLC • *Honolulu* •
Civil Engineering, Business Services as it Relates to
Waste Water and Transportation

Global Gateway Concessions North America LLC
• *Jacksonville, FL* • Concession: Management Consulting

Geometrics Engineering, P.S., Inc.
• *Redmond, WA* • Consultant: Engineering Services

Commercially Useful Function (CUF)

Both the prime contractor and the State Transportation Agency receive credit towards the DBE goal only when a DBE working on a federal-aid contract performs a CUF. DBE's generally perform work on a contract either as a contractor, a trucker, a regular dealer, or a manufacturer. While each of these categories is evaluated differently when determining whether the DBE has performed a CUF, there is one guiding principle that must be followed. Under the terms established in 49 CFR §26.55, a DBE firm performs a CUF when it is: "responsible for execution of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved." The DBE must perform 30% of total cost of contract with its own forces.

HDOT has established a CUF form (DOT 1-244) to monitor and determine if a DBE is performing a CUF. The purpose of the CUF is to collect and analyze data, and submit reports on DBE participation; Monitor the performance of program participants (primes, subcontractors, LPAs), conduct project level monitoring activities and provide a written certification that DBEs performed their work and ensure compliance and take enforcement actions. See pdf fillable form on our DBE website:

<http://hidot.hawaii.gov/administration/files/2013/01/fillableCUFchecklist.pdf>