Oklahoma Department of Transportation
Civil Rights Division
Disadvantaged Business Enterprise (DBE)
Training Reimbursement Form

The DBE Training Reimbursement Form is available to any currently certified DBE firm. Prior to making a request, firms must have all certification paperwork updated in the Civil Rights Certification and Compliance System.

This request is for DBE firms that are interested in enhancing their ability to obtain work in the federal-aid highway program. Examples of training would include, but not limited to: estimating, accounting, safety and so forth. In order to participate, DBE firms are required to submit their request at least two months before the date of event. Incomplete requests will not be approved. No training will be paid unless prior approval is obtained from the DBE Supportive Services Coordinator. Qualifying applications will be approved on a first-come, first-serve basis, as funds are available.

Completed forms along with documentation should be emailed to kellye.johnson@odot.org:

CERTIFIED DBE FIRM:

DBE Firm: ____________________________
Contact: ____________________________ Phone: ____________________________
Email Address: ______________________
How will this assistance help your company? □ Company Enhancement □ Bidding on upcoming project

TRAINING INFORMATION:

Type of Training: ____________________________
Address: __________________________________
Course Title: ________________________________
Date(s) of Training: ________________________ Time of Training: ________________________ Cost: ________________________
Name of Participant(s): ______________________

Signature Field ____________________________ Date of Request: ________________________

(Office Use Only) Date Received: ________________________
□ Verified all paperwork updated
□ Approved Not to exceed ($) ________________________
□ Denied Comments: ____________________________
Authorized Signature/Date: ________________________

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors. To request an accommodation please contact the ADA Coordinator at 405-521-4140 or the Oklahoma Relay Service at 1-800-722-0353. If you have any ADA or Title VI questions email ODOT-ada-titlevi@odot.org.

July 2020