

2012 Certification Reviews

<p>Don't forget — "No Change" Affidavits and Three-Year Review Applications are all due on your firm's anniversary!</p> <p>No Change Affidavit Forms</p> <p>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 previous year's business tax return. It's that easy and it's that quick.</p> <p>HOWEVER: If you have had changes since your last certification or three-year REVIEW that would affect your ability to meet all DBE eligibility requirements that you have not already alerted Civil Rights External Division about — you must attach an explanation of the changes, along with all supportive documentation.</p> <p>The DBE Reviewer will analyze what effect, if any, these changes have on your certification eligibility.</p> <p>Three-Year Certification Review Applications</p> <p>All firms are reviewed every three years. The certification review application asks for updates on everything from ownership to Personal Net Worth.</p> <p>There will be a checklist attached listing 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.</p>	<p>After we receive your signed and notarized certification review application (with <i>all</i> needed documentation), and an onsite review will be performed, you will receive a new certification letter valid for three years.</p> <p>All "No Change" affidavits and certification review applications are due on your firm's Certification Anniversary.</p> <p>All required paperwork is mailed to the DBE firm two (2) months prior to due date.</p> <p>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.</p> <p>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.</p> <p>In the meantime, they <i>will not</i> be counted as certified DBEs in the State of Oklahoma.</p> <p>If you have any questions about your "No Change" Affidavit or three-year certification review application, call Civil Rights External Division at (405) 521-6046, or toll free at (800) 788-4539.</p>
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What is needed to Qualify as a Disadvantaged Business Enterprise?

An applicant firm seeking certification must meet the requirements of 49 CFR Part 26

- 51% owned and controlled by an individual(s) who are socially and economically disadvantaged
- Company must be a small business, as defined by the SBA's regulations. This is based on the North American Industry Classification System (NAICS) code. Cannot exceed U.S. DOT small business size cap, which is \$22.41 million in gross annual receipts.
- Company must be independent, which means it must not depend on another firm to operate
- Management Control—Firm must be managed on a day-to-day basis by the individual(s) determined to be socially and economically disadvantaged.
- The firm's ownership (disadvantaged individual) must be real, substantial, and continuing
- The Personal Net Worth of the person claiming social disadvantage cannot exceed \$1.32 million (excluding residence and the value of the business)

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.

For further information, please contact Martha Garcia, DBE Supportive Services Coordinator at 405-521-6411 or email: mgarcia@odot.org.

Keep this in mind for employee Safety. . . Who needs it?

In order to have a productive, creative, and committed workforce, employers need to make sure that employees are protected from workplace hazards and given the knowledge and skills they need to work safely. Safety training is a key component of any organizations, productivity and prosperity,

If it's time for an employee safety attitude checkup, you don't need a doctor. You can make your own diagnosis with a safety attitude survey.

Safety is largely about actions. But it's also about attitude. You can observe actions objectively. But it's harder to see into employees' heads and hearts and examine their attitude toward workplace safety.

Every employee must be dead serious about safety-or they could end up dead. As well as taking job safety seriously, a positive attitude is reflected by other factors, such as:

- Being willing to learn about safety and health issues
- Complying with all safety regulations, rules, and procedures
- Taking personal responsibility for safety
- Focusing on and paying attention to tasks
- Keeping alert to and reporting hazards
- Participating in training and safety improvement
- Using required PPE routinely
- Being concerned about and taking action to protect co-workers' safety
- Avoiding risky behavior
- Reporting accidents, near misses, and hazardous conditions
- Asking questions to learn more about safety and avoid mistakes that can lead to accidents

All of these attitudinal elements add up to a good, safe worker. Lack of too many of them, and you could be looking at an accident waiting to happen. Eventually, a poor safety attitude will reveal itself in unsafe acts-especially when nobody's looking.

And since neither you nor supervisors can always be looking, you have to be able to trust employees' attitudes as well as their skills and knowledge to prevent workplace accidents and injuries.

Welcome Newly Certified DBES (continued)

<p>Rickey Garner d/b/a Garner's Welding Rickey Garner, Owner 108 Wildwood Kingfisher, Oklahoma 73750 Phone: 405-326-7753 Mobile: 405-501-6012 Mobile: 405-501-5861</p> <p>Welding</p> <p>March</p> <p>Lightcap Industries, Inc. d/b/a JC Supply & Manufacturing Connie Lightcap, President 1612 South Cucamonga Avenue Ontario, California 91761 Phone: 909-373-1773 Fax: 909-373-1785 Mobile: 951-265-8999 Email: connie@jcsupply.us</p> <p>Manufacturer of Dowel Bars and Baskets</p>	<p>Oklahoma Minority Trucking Cooperative, Inc. Joe Orange, Sr., President Post Office Box 11093 Oklahoma City, Oklahoma 73136 Phone: 405-530-7538 Alt: 405-530-7500 Fax: 405-962-1621</p> <p>Trucking</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p><i>"Entrepreneurs and their small enterprises are responsible for almost all the economic growth in the United States." Ronald Reagan</i></p> </div>
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