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

The DBE Training Grant Reimbursement Form is available to any currently certified DBE firm that is interested in enhancing their ability to obtain work in the federal-aid highway program in either the areas of professional services or construction. Examples of training would include, but not limited to: estimating, accounting, safety and so forth. Training must be offered and held at an accredited institution. **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 Civil Rights Division. 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 lthompson@odot.org or mailed to:

Oklahoma Department of Transportation
Civil Rights Division
200 NE 21st Street, Room 1-C1
Oklahoma City, OK 73105

CERTIFIED DBE FIRM:

DBE Firm:

Contact: Phone:

Email Address:

How will this assistance help your company? ☐ Company Enahancement ☐ Bidding on upcoming project

TRAINING INFORMATION:

Name of Accredited Institution:

Address:

Course Title:

Date of Training: Time of Training: Tuition Cost:

Name of Participant(s):

Signature Field Date of Request:

(Office Use Only)

☐ Approved

☐ Denied

Date Received:

Comments:

Not to exceed ($)

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.

(February 2016)