



January 2016

Title VI

The Idaho Transportation Department (The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. In accordance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency), ITD does not and will not exclude from participation in or deny the benefits of its programs or activities; or subject anyone to discrimination or treat persons unfavorably based on race, color, national origin, sex, age, disability, limited English proficiency or economic status. In addition, ITD will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination.

Liz Healas, Editor

Idaho Transportation Department
Office of Civil Rights



Your Expressway to EEO, Contracting & Business Issues

Where in Idaho is this? Clue on page 3.

Big Changes to No Changes

DBEs will submit their "No Change" Affidavits electronically this year on ITD's new(ish) Online Tracking System.

DBEs, keep an eye on your email inboxes, because you should get a notice shortly from ITD's DBE Diversity Management System to submit your No Change Affidavit to affirm continuing eligibility for DBE certification.

The simple one-page form will be at-

tached; as always, it just needs a few contact information-related fields filled out, and the owner's signature notarized at the bottom.

To verify your gross receipts for the past

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Di Steiger Returns!

It's déjà vu all over again at ITD. Diane Steiger replaces Ken Angell as Office of Civil Rights Manager ... who had replaced Diane Steiger to begin with.

Hello Again! (No I can't sing although that does sound a bit like Adele!)

I am so happy to be back in the Office of Civil Rights at ITD. This is a fantastic team and we have and will continue to do great things.



We will be traveling the state in spring to roll-out our new B2GNow Diversity Management software and I look forward to catching up!

See you soon!

New DBEs

Free Google Translation Tools

Idaho Resource Wizard Update

ITD Procurement

Challenge Cup

Lizapalooza in 2016

Post Falls Safety Fest





Our Website Has It All

How about one-stop-shop website for all your ITD Civil Rights needs?

www.itd.idaho.gov/ocr/index.aspx does it all for you! (Well, nearly all. We're delighted to take suggestions for additions or improvements.) Go ahead and save that as one of your browser favorites. If you can't find what you're looking for, just click on the "Contact Us" graphic on the bottom of the page — after all, any website is a work in progress.

Newly Certified DBE Firms

Certified Trucking LLC

Billy Wingfield, Owner

1724 Jackson St., Boise, ID 83705

Phone: 208-350-1938

Email: bwingfield2@gmail.com

Trucking

J Foster & Associates, LLC

Julie Foster, President

425 N. Capital Avenue, Idaho Falls, ID 83402

Phone: (208) 709-0508

FAX: (208) 523-2255

Email: fostja@cableone.net

Technical, professional, and administrative services such as technical reviews, inspections, scheduling, project management, project controls, IT services, drafting, and energy services such as power rate reviews and third party natural gas supply.

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What is a DBE?

A Disadvantaged Business Enterprise (DBE) is a small, for-profit business concern that is at least 51% owned and controlled by socially and economically disadvantaged individuals. 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 help them improve their business efficiency and flexibility.

This monthly newsletter is published by ITD's DBE Supportive Services as an informational and educational resource for DBs, contractors, consultants and federal-aid agencies on EEO, procurement and business issues. If you'd like to receive this newsletter regularly, please contact us for a **free subscription**.

Want to learn more about the DBE Program? Visit www.youtube.com/watch?v=5i1vZPLLOXE for a quick online presentation.

Looking for DBEs? It couldn't be easier. Just view our slick, new, continually updated online, on-demand **DBE Directory** at <https://itd.dbesystem.com>.

You can browse by work categories, keywords, NAICS Codes, or just download the whole thing to Excel.

Challenge Cup

How about a hot, steaming cup of victory? Trailhead, a Boise organization for entrepreneurial startups, brings a global start-up competition to Idaho on January 13.

Trailhead is proud to be the exclusive Idaho host of the **1776 Challenge Cup**, giving local startups an opportunity to participate in a worldwide tournament to win over \$1 million in cash prizes, make international connections and share their vision on a global stage.

The Challenge Cup is an international competition that seeks the most promising, world-changing startups. Idaho-based companies will compete in the local Challenge Cup competition January 13, 2016 at Trailhead, 500 S. 8th Street in Boise, with winners advancing first to the regional competition in San Francisco and, ultimately, to the global

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Clue for this month's "Where in Idaho are You?" (front page) This is one of our more accessible natural hot springs. You don't have to hike/snowshoe/ski in, and you can see it right from the highway if the highway doesn't happen to be closed for avalanches.



Answer to December Issue (photo shown above): **Indian Creek, in Caldwell**. For past issues, visit www.itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx.

Free Google Translation Tools

ITD's Contract Compliance Officer, Russ Rivera, geeks out on Google's wondrous (and free) translation app.

When I was a child I wondered how all the aliens on *Star Trek* just happened to speak English.

Did the United Federation of Planets adopt an English-Only Policy? Were trade sanctions imposed against non-English-speaking alien planets? Did xenophobes run

around saying things like "this is the federation ... If you don't speak our universally accepted language then go back to your own planetary system!"

As it turns out just before the year 2151 the Universal Translator was created by some nerd ... and the universe was never the same.

Well folks, the future is now and thanks to Google you can translate your web-



Remember that the phone app tends to be literal; more complicated text may end up like Chinese-to-English parts assembly instructions. And we all know how helpful *those* are.

site into more than 90 different languages ... FREE!

Google also released free phone apps for both iPhones and Androids that utilize your phone's camera and microphone to translate things like street signs while travelling in a foreign country.

(Yeah, I know, I know, "since when do phones have cameras?!")

The Idaho Transportation Department Office of Civil Rights performed extensive testing on both Google Tools over a five-minute period just before lunch. We determined that while the tool does work, one should consider the tool tantamount to skimming the Cliff's Notes for *Hamlet*, or watching the Demi Moore version of

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(NEW DBES, Continued from page 2)

Plangineering, LLC

Carole Richardson, Principal

PO Box 3771, Spokane, WA 99220

Phone: (509) 279-2875

FAX: (509) 276-7123

Email: plangineering@comcast.net

Homepage: www.plangineering.us

Transportation engineering and community planning services.

Swanson & Associates, Inc.

Donna L. Swanson, President & CEO

5301 Elysian Fields Avenue, New Orleans, LA 70122

Phone: (504) 821-3030

FAX: (504) 821-3030

Email: donna@theswansongroup.net

Homepage: www.swansoninsuranceagency.com

Insurance sales; financial services. (Also ACDBE-certified.)

Lizapalooza in 2016

“Doing Business with the Government” will be in Emmett on January 20, and then rips through eastern Idaho in February.

Emmett: you're next! The Lizapalooza Tour will be rolling in on January 20 with its popular (and free) Doing Business with the Government presentations.



Attendees will learn direct from experts from the Idaho Transportation Department Office of Civil Rights, the Small Business Administration, the Idaho Procurement Technical Assistance Center (PTAC) and the U.S. Forest Service about identifying and competing for government projects, the various business certifications such as DBE, HUBZone and 8(a), and where to go for assistance.

Extra bonus: a meaty resource handbook with helpful contact information.

Feeling that your part of the state is being neglected? Never fear! Next month, after a short hop to Meridian, Lizapalooza barnstorms to eastern Idaho. March finishes up Lizapalooza with presentations in Cascade and Caldwell.

We're still working out our "federal mystery guests" for these locations, but stay tuned for further updates.

And now for registration information:

Emmett, January 20

Idaho Department of Labor, 288 Hwy 16
www.ptassist.com/services/register.php?id=50C5C46724

Meridian, February 11

Meridian City Hall, 33 E Broadway Ave
www.ptassist.com/services/register.php?id=F54AC46730

St. Anthony - February 23

St. Anthony City Hall, 420 N Ridge St
www.ptassist.com/services/register.php?id=A310946725

Idaho Falls - February 24

Small Business Development Center, 2300 N Yellowstone
www.ptassist.com/services/register.php?id=0708D46727

Preston - February 25

Preston City Hall, 70 W Oneida St
www.ptassist.com/services/register.php?id=AEE8346728

Pocatello - February 26

Small Business Development Center, 921 South 8th Street
www.ptassist.com/services/register.php?id=C486846729

Cascade - March 4

US Forest Service, 540 North Main St
www.ptassist.com/services/register.php?id=43FCA46769

Caldwell - March 16

Idaho Department of Labor, 4514 Thomas Jefferson Street
www.ptassist.com/services/register.php?id=3714946771

All workshop fliers are available at www.itd.idaho.gov/ocr/training.aspx for downloading and re-posting.

Be sure to pre-register! We require a minimum of 5 people registered within 48 hours of the workshop. If we have fewer than that, the workshop will be cancelled.



(CHALLENGE, Continued from page 3)

competition in Washington D.C.

Local winners will have their trip to regionals paid for AND win a host of additional prizes.

While applications are now closed, you can still come hear some of Idaho's top startups pitch their companies for a chance to win \$1 million (and perhaps pick up some pointers for your own start\up).

First-ever Challenge Cup participants include:

- GenZ Technology
- Fit Wrapz
- Carp Solutions
- lilcreators
- Sloan Security Technologies
- togetHERout
- Caring411
- pSiFlow Technologies
- Recall InfoLink
- Integrated Real Developments
- ADAVSO
- maalka
- Retrolux
- EZInlays
- Inergy Solar

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- Uledger
- Willoop
- xCraft
- Advanced Ceramic Fibers
- Animo
- Time Machine
- Farb Guidance Systems

To get tickets, visit www.eventbrite.com/e/challenge-cup-competition-local-tickets-19910573060. General admission is \$22.09, \$11.54 for Trailhead Members and \$6.27 for college students.



Founded by entrepreneurs for entrepreneurs, Trailhead is the place to find resources, explore new technologies, and create something all your own.

From their casual, yet connected coworking space to high-octane workshops, Trailhead is dedicated to giving entrepreneurs access to the tools and connections they need to build something with impact.

For more information, visit <https://trailheadboise.org>.

Idaho Resource Wizard Update

The Idaho Small Business Development Center and other state agencies are modifying the online **BizHelp** portal

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(TRANSLATE, Continued from page 3)

the *Scarlet Letter*.

The Google tools will translate words and phrases, but they do so very literally and some meaning ends up lost in translation.

This is an excellent tool for the cash-strapped local agency with an indiscernible population of Limited English Proficient (LEP) customers; however, local agencies with larger LEP populations will need to dedicate more resources for adequate translation and interpretation services for all programs and activities.

Several agencies across the state have



If Zefram Cochrane had had the Goggle Translate App handy, he would have known that the all-powerful gaseous cloud who kidnapped him only had romance on her mind. It's all about communication, people!

utilized interns to provide these services. The local agency gets their website and vital documents translated, while the bilingual student earns valuable work experience for their resume: a win-win!

As always, the ITD office of Civil Rights is here to help! If you need assistance finding bilingual students, or would like recommendations on paid translation services, feel free to contact us.

Otherwise, head over to your favorite app store, download the Google Translator and thank Gene Roddenberry for all of his scientific contributions.

... Live long and prosper in 2016!



couple of our pages, and we really have *no* idea what we're doing when it comes to IT!

Make your website instantly available in 90+ languages using **Google Translate**. It's free! . Visit <https://translate.google.com/manager/website> and follow the instructions. Google will send you a plugin code to plop wherever you like on your webpage (remember, into the code, not into the design). We in the Office of Civil Rights have already successfully tried this out on a

North Idaho Safety Fest

Registration starts January 15 for the Safety Fest of the Great Northwest in Post Falls. Act quickly: this phenomenally popular (and free) event fills up fast.

The **2016 Post Falls Safety Fest of the Great Northwest** is the leading Safety and Health Training Event for the education of the Northwest's frontline workers, supervisors and managers of all levels.



- Manufacturing Safety
- OSHA 10
- RCW/WAC Update
- Hazardous Communications

Attendees from all industries can learn methods to reduce hazards that can cause workplace fatalities, injuries and illnesses. And it's free!

The event will be held February 17-19 at the North Idaho College Workforce Training Center. Check the event website, www.nic.edu/safetyfest for more information, and to be placed on the event's emailing list.

Topics include:

- MSHA Refresher
- CPR/First Aid
- Fall Protection

- Warehouse Safety
- LEAD Training
- Project Management
- Hazwoper
- Work-Zone Flagging
- Water Safety
- Respiratory Protection
- Workplace Violence
- OSHA Record Keeping
- K9 Police Demonstration
- Accident Investigation
- Focus Four

Safety Fest is an event for the whole

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ITD's New Safety and Risk Manager

As of January 4, **Randy Danner** is ITD's new Safety and Risk Manager. Randy has over 15 years of experience in Occupational Safety and comes to ITD from the US Air Force Base at Mountain Home where he was a civilian employee in the base's Occupational Safety Office. He is also a part-time college professor for Embry Riddle Aeronautical University, teaching courses in Occupational Safety, Environmental Safety and Transportation Security.

Randy brings with him expertise in safety program management and safety compliance for industrial settings including logistics, vehicle maintenance and heavy equipment operations. You'll probably see him at the various Safety Fests going on around the state including the one in Boise this month — be sure to say hello!



Take a moment to visit Idaho BizHelp — we think you'll be surprised by how helpful it is. With your valuable input, it will become even more "wizardsly".

(BIZHELP SURVEY, Continued from page 5) at www.idahobizhelp.idaho.gov. This site exists to help Idaho businesses find important resources to grow their business and help it thrive.

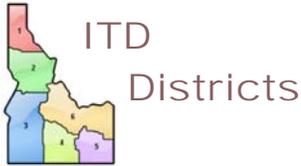
However, your help is needed — whether you're a business owner, a partner agency/organization or a simply in the planning stages of starting a business — to make the site truly a one-stop shop in answering such questions as:

- Where can I go to secure funding?
- What kind of licenses or permits do I need for my particular type of business?
- What type of issues should I consider when hiring employees?
- Where can I get help with business planning, marketing, and simple day-to-day financials?

Please take a moment to participate in the Resource Wizard Update Survey at www.surveymonkey.com/r/resourcewizardsurvey.

At the bottom of the survey, you will have the opportunity to sign up to beta test the tool as the project progresses. Your testing and input are very important!





- District 1** **Coeur d'Alene** (208) 772-1200
- District 2** **Lewiston** (208) 799-5090
- District 3** **Boise** (208) 334-8300
- District 4** **Shoshone** (208) 886-7800
- District 5** **Pocatello** (208) 239-3300
- District 6** **Rigby** (208) 745-7781

Other ITD Opportunities

Not all ITD procurement is highway construction-related. We buy goods and services for Maintenance, Safety, Aeronautics, Public Transportation and Motor Vehicles as well.

Visit www.itd.idaho.gov/business/business.htm (*Bid & Contract Information—ITD Goods & Services*) for bid notices for: Building Construction; Maintenance and Repair; Facility and Yard Improvements; Highway Maintenance and Repair; Site Clearing and Demolition.

These notices are available as free pdf documents and include relevant drawings and specifications. After bid opening, brief bid abstracts and award information are also posted.

Bigger solicitations of all sorts (services, consulting, equipment and supplies) are posted by the Idaho Division of Purchasing on its e-procurement page. For an overview of Idaho Electronic Procurement (IPRO), visit <http://purchasing.idaho.gov/ipro.html>.

ITD Procurement

ITD Highway Construction Plans & Specs

ITD highway construction plans and specifications are available only through Quest Construction Data Network (QuestCDN).

To obtain or view plans, first visit ITD's Contractor Page at www.itd.idaho.gov/design/contractors/contrinfo.htm.

On the blue-shaded menu on the left side of the screen is the "Browse Projects & View Plan holders" option. This directs you to a screen where you can search for projects, or simply choose "Show all."

After clicking on individual project names, you can view plan holders or addenda, and of course download plans

Consulting for ITD

Consultants: mark this website in your "favorites": www.itd.idaho.gov/design/cau/cau.htm. Learn here how ITD uses professional services for highway project development and improvements.

Requests for Proposal are posted here,



Curious to see our big Master Plan of design and construction? Visit www.itd.idaho.gov and click on the icon shown above for our five-year project list.

and specifications.

You'll need QuestCDN membership in order to do this: the cost is \$10 per each plan set. You can also choose a monthly or annual download plan. Instructions for accessing the QuestCDN site, creating an ac-

count and viewing plans are included on the ITD Contractor Page.

At the main ITD Contractor Page you can also view bid openings and abstracts (when available), as well as contract awards.

There's also a link to the Local Highway Technology Assistance Center (LHTAC), where their plans and specifications are listed as pdf documents.

but be sure to pay particular attention to getting on ITD's Term Agreement List!

You'll also find important contact information, overhead rates, and other important need-to-know information.



Travelling around Idaho? Take the guesswork, mystery and suspense out of road conditions.

Visit <http://511.idaho.gov> for road reports, cameras, truck restrictions, weather conditions and much more. You can plot your route, or download an app for your phone.

Idaho Transportation Department
Office of Civil Rights
PO Box 7129
Boise, ID 83707-1129

(NO CHANGE, Continued from page 1)

year, you'll submit either your business tax return or, if you're a sole proprietorship, your personal tax return's Schedule C. Remember, this will be your **2014** return, since most of you won't have your 2015 taxes ready anyway.

The completed No Change Affidavits and tax returns will be submitted to the tracking system online. No more paper!

If for some reason you do NOT get your email (and there may be a hundred reasons why — the first time for any automated system is usually full of fun surprises), email Liz Healas, ITD's DBE Program Coordinator, at

(SAFETY FEST, Continued from page 6)

community and a way for those companies that may not have the means to get training for their workers. The goal of Safety Fest is to help educate the community on the importance of safety not

elizabeth.healas@itd.idaho.gov.

Before you do, however, 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 (<https://itd.dbesystem.com>) to ensure that the listed email address is correct, or the firm's designated contact isn't long gone.

The No Changes Affidavits are due by February 15, as they are every year. If you are unable to meet the deadline,

only in the workplace but in our everyday lives.

if you are a larger company with the means to get safety training to please limit the amount of spaces to 10 employees (per company) per class

just contact us for an extension.

One more thing: we would like to remind all of our DBEs to get registered on ITD's new Bidders List. Only a relative handful of DBEs have done so to date: we would do it for you, but unfortunately we do not have authorized access to our vendors' accounts (this requires passwords only the businesses should have). We ran an article on the process in our December newsletter: you can revisit it in our archives at <http://itd.idaho.gov/ocr/ocrBUSINESSNEWS.aspx>.

And that's it! Hopefully this will all go without a hitch.

so the event organizers can make sure that everybody has an opportunity to get the training they need.

Classes fill fast, so register immediately for the best selection.

