



March 2017

## 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



## Short-Term Lending Program

*DBE, 8(a), HUBZone and SDVOBs are all eligible to participate in the USDOT's Short-Term Lending Program, designed to help with cash flow on federal-aid projects.*

To help DBEs get the financing they need to participate in transportation-related projects, the US Department of Transportation (USDOT) offers the **Short-Term Lending Program (STLP)**.

The STLP provides short-term working capital financing for DBEs working on USDOT-funded contracts and subcontracts for any mode of transportation (highway, transit and aviation).

This is done through revolving lines of credit, with the contracts' accounts receivable acting as collateral. These lines of credit can be extended to both primes and subcontractors with the maximum line of credit up to \$750,000.

STLP funds are to be used only to meet the short-term costs of performing the contract being financed. They're not available for contract mobilization, equipment purchases or other long-term uses; or paying/refinancing existing debt.

Businesses that are eligible to receive a loan through STLP are DBE-certified firms, or businesses that have been certified by the Small Business Administration as a HUBZone, 8(a), or Service Disabled Veteran Owned Small Business.

Start-up businesses are not eligible to apply for the STLP — it is recommended that a business have at least a three year past performance history before applying to the program.

Lines of credit are managed by the Office of Small and Disadvantaged Business Utilization (OSDBU) through cooperative agreements with banks who have agreed to be Participating Lenders (PLs) in the STLP. The final loan approval is made by both the PL and the USDOT.

Loan documentation and financing

*(Continued on page 2)*



**Idaho Legislature 2017**

ISBS in CdA

MHAFB Vendor Day

ITD Procurement

**DBE Jungle Adventure!**

IRS Payment Options

Training Special Provision



## Our Website Has It All (Mostly)

How about one-stop-shop website for all your ITD Civil Rights needs? <http://apps.itd.idaho.gov/apps/ocr/index.aspx> does it all for you! (Well, nearly all. We're delighted to take suggestions for additions or improvements.)

So go ahead and save this web address 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, and we're always tweaking ours.

(STLP, Continued from page 1)

transactions are performed directly by the PL. DBEs borrow funds against each invoice of the contract being financed. Each invoice is paid directly to the PL by the Project Owner or Prime Contractor via a two-party check addressed to the Lender and the DBE Borrower.

The PL then deducts the payment amount, including interest payments, and remits the remaining balance to the DBE Borrower through their checking and/or savings account.

The interest rate of the loan is a variable rate tied to the Prime Rate published in the Wall Street Journal.

Normally, the line of credit covers a one-year period. The applicant has the option of requesting renewals; however, the line of credit cannot exceed five years.

The line of credit can be increased during the term if the applicant obtains additional transportation contracts.

Loan applications may be downloaded

at: [www.dot.gov/osdbu/financial-assistance/short-term-lending-program](http://www.dot.gov/osdbu/financial-assistance/short-term-lending-program). Like any loan application, it is documentation-intensive, and requires financials, accounts payable and receivables, cash flow projects, resumes and other information.

Idaho has two PLs to choose from: Seaway Bank and Trust Company, out of Chicago, and Zions Bank, out of Salt Lake City.

Applicants are strongly encouraged to work with OSDBU's Small Business Transportation Resource Centers (SBTRCs). Idaho's SBTRC is the Economic Alliance of Snohomish County; Lily Keeffe, SBTRC Project Director, (425) 248-4222 /

[Lilyk@economicalliancesc.org](mailto:Lilyk@economicalliancesc.org).

Completed applications may be forwarded to OSDBU or directly to the PL. The turnaround time is 30 to 60 days.

However, a little loan-readiness ahead of the construction season wouldn't be a bad idea; think about getting a start on the paperwork in advance.

## 2017 Idaho Legislature

Here are some of this year's bills with the potential to affect Idaho businesses. For the full text of the bills, visit <https://legislature.idaho.gov/sessioninfo/2017/legislation/minidata>.

### House

**H0008 Massage Therapists** Amends existing law to require criminal history checks for licensing. *S Failed*

**H0024 Taxes** Amends existing law to establish taxpayer right to an independent administrative redetermination and to provide restrictions on ex parte communications among State Tax Commission staff. *LAW*

**H0031 Property Tax Relief** Amends existing law to exclude nontaxable Roth individual retirement account distributions from income calculation for purposes of property tax relief eligibility. *LAW*

**H0046 Sign Language Interpreters** Amends/adds to existing law to provide for licensure of sign language interpreters as a quality control issue which may reduce general threats to the health and safety of deaf people statewide. *S 3rd Rdg*

**H0054 Business Entities** Amends existing law to remove/revise fees charged by Secretary of State for business filings. Corrections include clarifying fee names, including missed fees, and removing fees that are no longer charged. *LAW*

**H0061 Employers & Employees** Amends existing law to remove rebuttable presumption regarding non-compete clauses and to remove requirement regarding an adverse effect on an employer's business interests.

**H0067 Income Tax Rates** Amends existing law to reduce certain individual and corporate income tax rates. *H Passed*  
(Continued on page 3)

(LEGISLATURE, Continued from page 2)

**H0068 Personal Property Tax** Amends existing law to increase maximum exemption from personal property tax from \$100,000 to \$250,000.

**H0069 Civil Rights** Amends existing law to provide freedom from discrimination because of sexual orientation or gender identity is a civil right.

**H0071 Commission on Human Rights** Amends existing law to prohibit certain acts by an employer. Bill would preclude employers from asking job applicants about salary history.

**H0072 Minimum Wages** Amends existing law to increase Idaho's minimum wage, including for tipped employees & youth workers.

**H0084 Engineers & Surveyors** Amends existing law to provide that certain persons who employ unlicensed engineers or land surveyors shall be guilty of a misdemeanor.

**H0086 Public Works Construction Mgmt Licensing** Amends existing law to provide that certain acts regarding public

(Continued on page 4)

Clue for this month's "Where in Idaho are You?" (front page) Many people might glimpse the gorge as they zip over this on interstate, but have no idea that one of the shortest rivers in the world is ripping downwards underneath them.



Answer to February Issue (photo shown above): **Idaho Falls**, in Bonneville County, For past issues, visit <http://apps.itd.idaho.gov/apps/ocr/ocrBUSINESSNEWS.aspx>.

## DBE Panama Adventure!

Boise-based **Blackrock Geoscience**, a DBE-certified environmental consulting firm, shares pictures from its first international project.

Blackrock Geoscience, PC has been conducting geothermal exploration in the Republic of Panama.

"This is our first international project. We have recently been conducting a soil gas survey to detect carbon dioxide potentially being emitted from faults. This method helps us to identify temper-

ature gradient drilling locations. We are also conducting helium sampling to determine the origin of geothermal fluids," said Blackrock Geoscience president, Lisa Safford.

Lisa shared some action/adventure shots from the project site, a few of which are shown below.



Left: Cerro Picacho, north-central Panama, representing the northern rim of the caldera.

Right: Blackrock Geoscience crew packing soil gas collars to remote jungle locations inside a caldera in Panama. The soil gas collars are used to capture and measure carbon dioxide. Carbon dioxide anomalies help detect faults that may serve as conduits for geothermal fluids from the deep subsurface.



Left: Blackrock team obtaining water sample from thermal spring to test for helium. A peristaltic pump is used to extract water from a thermal spring to fill copper tubes with water to test for helium.

Right: Local boys helping hold the tube in the hot spring for pumping water into water sample tube.



Left: Arcadillo Diaz, a Panamanian rancher and farmer who lives in a small village in the caldera, is so highly skilled with his jungle-busting machete that he can peel an apple. Arcadillo is Blackrock's guide, cutting long paths through thick jungle to assist with the soil gas survey grid. He led the team on multiple trips up and down the steep and densely vegetated terrain and kept a very close watch on team members to ensure their safety and well-being.



Right: Blackrock team member, Ismail Kuscu, measures strike and dip of a fault.

# MHAFB Vendor Day 2016

*Twice-cancelled: three times a charm! On March 6, vendors will have the chance to market themselves at Mountain Home Air Force Base*

On March 16, Vendors will have the opportunity to set up booths marketing their goods and services to the many buyers of the 366th Contracting Squadron at Mountain Home Air Force Base (MHAFB).



366th Operations Group at MHAFB

MHAFB, like other military bases, operates much like self-contained city, with stores, hospital, lodging, outdoor recreation program, and business/industrial/maintenance shops.

Squadron purchases in Fiscal Year 2014 alone totaled \$30 million; credit card purchases during that period totaled \$8.4 million. (This doesn't even include major infrastructure projects overseen by the U.S. Army Corps of Engineers.)

That's why MHAFB represents great buying potential to so many businesses.

However, it being a military base, visitor security is extremely tight. There is no "I was just dropping by since I was in the neighborhood." This is why it's important

to take advantage of "Open Houses" like this one.

In addition to the vendor fair at the Gunfighter Club, there

will also be a workshop on general MHAFB contracting practices, presentations from the Small Business Administration & the Idaho Procurement Technical Assistance Center, and break-out sessions on construction services and government purchasing cards.

The event runs from 9am-2:45pm, with booth set-up and registrations running from 7:30-9am. Lunch will be served.

If you're interested in attending, RSVP to <https://einvitations.afit.edu/inv/anim.cfm?i=328745&k=01634A0E7F52>.

Then you will need to follow up with the organizer, Second Lieutenant Connor J. Lyons, USAF at (208) 828-2116 / [connor.lyons.1@us.af.mil](mailto:connor.lyons.1@us.af.mil) so he may arrange for your security screening and access to the base.

## Idaho State Small Business Forum

*ISBS is not at all BS, as any attendee can tell you. This year's it will be held at the Coeur d'Alene Resort. Got your capability statements ready to go?*

**The Idaho Small Business Symposium** is the best venue for Idaho businesses looking for new customers and expanded sales.

This annual marketing and networking event rotates around the state: this year  
*(Continued on page 5)*

*(LEGISLATURE, Continued from page 3)*  
works construction management licensing shall be unlawful; remove reference to interim licenses, and provide that the administrator of the Idaho Div. of Building Safety shall have certain powers and duties. *H Passed*

**H0097 Attorney's Fees** Repeals/amends existing law to revise provisions regarding attorney's fees in civil actions. *LAW*

**H0098 Real Estate** Amends existing law to require that a real estate broker's business name appears clearly and conspicuously on real estate advertisements. *H Passed*

**H0099a Real Estate Licenses** Amends/adds to existing law to authorize Idaho Real Estate Commission to issue a cooperative license to an out-of-state broker working with an Idaho broker for commercial real estate transaction; to establish terms & conditions of a cooperative license; and to authorize license fee.

**H0119 Real Estate Appraiser Board** Authorizes Idaho Real Estate Board to collect and remit fees necessary to provide appraisal management services in connection with federally-related transactions from an appraisal management company to appropriate federal agency. *H Passed*

**H0121 Driving Businesses** Amends existing law to revise licensing provisions for driving businesses. *H Passed*

**H0122 Architects** Amends existing law to revise provisions regarding a license by endorsement and temporary practice. *H Passed*

**H0138 Accountancy** Amends existing law to revise definitions; and clarify enforcement authority for dishonesty or fraud by licensee. Updates Idaho Accountancy Act to conform to current professional (AICPA) standards and professional service offerings now provided by CPA's. *H Passed*

**H0155 Sales and Use Tax** Amends existing law to revise definition of "retailer engaged in business in this state". Establishes that a retailer, selling tangible personal property to Idaho customers, is engaged in busi-

*(Continued on page 5)*

(*LEGISLATURE, Continued from page 4*)  
ness in Idaho when the out-of-state retailer generates sales of \$10,000 or more through affiliated Idaho persons. Also provides a rebuttable presumption for the retailer.

**H0165 Engineers & Surveyors** Amends existing law to provide that certain persons who employ unlicensed engineers or land surveyors shall be guilty of a misdemeanor and to provide exemption for expert testimony in legal proceedings.

**H0166 State Procurement** Repeals/adds to existing law to establish provisions regarding solicitations, proposed contract awards and contract awards made in violation of State Procurement Act. Repeals existing statute on unlawful state contracts and replaces it with new statute that would be more equitable to contracting parties. *H Passed*

**H0167 State Procurement** Amends existing law to revise provisions regarding multiple awards.

**H0180 Debt Collectors** Amends existing law to provide that a collection agency licensee, collection agency or its agent or creditor citizen may collect interest or incidental fees, charges or expenses if expressly authorized by agreement creating the debt. *H Passed*

**H0192 Property Tax** Amends existing law to establish criteria for property tax exemption for business property regarding new or existing plant investment.

**H0217 Sales & Use Tax Rebate, Info Tech** Adds to existing law to provide sales and use tax rebate to certain developers of certain information technology equipment companies, to provide definitions, to establish provisions regarding a claim, and to provide for approval by the tax commission.

**H0249 Wage Claims** Revises provisions regarding limitations on actions for collection of wages, penalties & damages. Extends period of time provided for claims to match federal law, by removing 6 month time period that individuals must file a claim within and decreasing the amount of damages to 2 times the unpaid wages found due and owing.

(Continued on page 6)

(*ISBS, Continued from page 4*)  
it will be held at the Coeur d'Alene Resort on March 23.

This day-long event includes breakfast and lunch — prime networking opportunities.

As in years past there will be concurrent trainings in the morning and again in the afternoon on marketing and government contracting.

But what sets this event apart from all others is the opportunity for business owners to meet one-on-one with approximately 50 contracting officers and buyers from government agencies and corporations.

Small business assistance agencies and



Coeur d'Alene Resort

organizations are also in attendance, including ITD Business News editor and DBE Program Coordinator, Liz Healas, live and in person.

This is a one-day conference that manufacturers, contractors, service providers and distributors will find productive and rewarding.

The conference is hosted by the Idaho Procurement Technical Assistance Center (PTAC).

To register, visit: <http://idahosbdc.org/specialized-services/government-contracting-ptac/workshop-event-details>. The registration fee is \$90 per person.



## Understanding Payment Options

*With the end of tax season coming up next month (it's always sooner than you think), it's time to learn about the IRS's Installment Agreement Costs and Fees to Keep Your Tax Debt to a Minimum .*

If you have an overdue tax bill, an Internal Revenue Service (IRS) installment agreement may be an option.

An installment agreement is a payment plan that allows you to pay over time. However, these payment plans are not free — paying your taxes late means penalties, interest and fees. However, understanding these penalties, interest and fees will help you keep your overdue tax bill to a minimum.

The first thing to know is that the penalties and interest continue to grow until you pay off your tax debt. They can quickly grow to be much more than the one-time set-up fees the IRS charges, i.e., “user fees.”

The biggest penalty is for filing a balance due return late. There is another penalty for paying late. And on top of that, there's interest. All these costs get bigger the longer you delay.

So file on time even if you do owe money. Pay as much as you can *before* your return is due. And if you still owe, set up an IRS payment plan as soon as possible and pay off the balance as fast as you can.

If you can afford a payment plan of 120-days or less, you'll keep your penalty and interest costs down and there's no fee to set up your plan. Most individual

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(IRS, Continued from page 5)  
taxpayers can set up a short-term payment plan using the IRS's **Online Payment Agreement application** at [www.irs.gov/individuals/online-payment-agreement-application](http://www.irs.gov/individuals/online-payment-agreement-application).

If you need to make monthly payments for longer than 120-days, that's another option, but you will pay a set-up fee. The amount of the fee depends on how you set up your plan and how you make your payments.

Your lowest fee option is to use the Online Payment Agreement application and make your payments by direct debit from your bank account. The fee for that is only \$31.

If you can't use the online application and pay by direct debit, or don't want to, there are other ways to set up a payment plan but they come with higher fees.

You can mail in IRS Form 9465, **Installment Agreement Request** ([www.irs.gov/pub/irs-pdf/f9465.pdf](http://www.irs.gov/pub/irs-pdf/f9465.pdf)), and make your payments by mailing a monthly



If you owe taxes, lying low is not a good strategy. The IRS ... they're going to find you!

check or money order. That's the highest fee option at \$225.

If you mail in the installment agreement request but elect to make your payments by direct debit, the fee drops to \$107. If you use the online application but elect to make your payments by check or money order, the fee is \$149. If you meet the government's low-income standards, the fee for setting up an IRS pay-

ment plan is capped at \$43.

To learn about all the options to pay your taxes, visit [IRS.gov/payments](http://IRS.gov/payments) or call the IRS at 1-800-829-1040. You can also talk to the IRS representative about setting up a payment plan.

To learn more about IRS payment plans and see the fees schedule, visit the Payment Plans-Installment Agreements page at [www.irs.gov/individuals/payment-plans-installment-agreements](http://www.irs.gov/individuals/payment-plans-installment-agreements).

You can even watch an introductory video to get you revved up about Online Payment Agreement at [www.irsvideos.gov/Individual/PayingTaxes/OPA](http://www.irsvideos.gov/Individual/PayingTaxes/OPA).

## 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](http://www.youtube.com/watch?v=5i1vZPLLOXE) for a quick online presentation.

(LEGISLATURE, Continued from page 5)

### Senate

**S1007 Engineers & Surveyors** Amends existing law to provide that the board may require dispute mediation between professional land surveyors. purpose is to reduce prospect of litigation between property owners related to boundary disputes.

**S1045 Idaho Global Entrepreneurial Mission Council** Amends existing law to allow for subcommittees of Idaho Global Entrepreneurial Mission Council, to provide subcommittee membership, powers & duties.

(Continued on page 7)

### IRS Webinar

The Internal Revenue Service is offering a "**Understanding Payment Options**" webinar twice on March 16: first at 9am MST, and again at Noon MST.

The presentation will provide an overview of payment options, including direct pay, online payment agreements, cash payments, offers in compromise, and other options.

To register, visit [www.webcaster4.com/Webcast/Page/1148/18987](http://www.webcaster4.com/Webcast/Page/1148/18987) for the first broadcast, [www.webcaster4.com/Webcast/Page/1148/18988](http://www.webcaster4.com/Webcast/Page/1148/18988) for the second. Closed captioning is available only for the second.



The Idaho Statehouse in Boise, where all the action is (this time of the year, anyway).

*(LEGISLATURE, Continued from page 6)*

### **S1051 Persons with Disabilities**

Amends/adds to existing law to provide that persons with mental or emotional disabilities may be accompanied by support animals in places open to public.

**S1054 Eminent Domain** Amends existing law to revise procedures and factors regarding assessment of damage in eminent domain proceedings.

**S1066 Identity Theft** Amends existing law to provide that a tax preparer who experiences data breach must inform Idaho State Tax Commission.

### **S1073 Commercial Driver's Licenses**

Amends existing law to revise provisions regarding skills test fees for commercial driver's licenses. Purpose of legislation is to allow free market to determine prices for CDL skills testing organization with cap of \$190 for the test with \$10 to Idaho Transportation Dept. for administrative purposes.

**S1092 Renewal of Judgments** Adds to existing law to provide that a renewed judgment may be recorded in same manner as original judgment, and the lien established thereby shall continue for 10 years from date of the renewed judgment. *S Passed*

### **S1105 Theft , types, other equipment**

Amends existing law to provide for other equipment in certain types of theft. Broadens current law to state that willful or intentional failure to return rented equipment within 48 hours of time set for return in written rental agreement also constitutes theft.

## ITD Highway Construction, Design & Maintenance (And More)

### Business

One-Stop Shop: <http://itd.idaho.gov/business>

Contractor Bidding

Solicitations - Non-Highway Projects

Alternative Contracts

OPIS Bulk Fuel

Consultant Agreements

First, save "<http://itd.idaho.gov/business>" to your favorites on your browser. All of ITD's procurement-related webpages have been consolidated into this page, with easy-to-follow tabs.

The "**Contractor Bidding**" tab will take you to all highway construction projects currently being bid and awarded. While these construction plans and specifications are available only through Quest Construction Data Network (QuestCDN) @\$10 per set, you can still take a look at bid schedules, planholders lists and other key information. Bid abstracts are often available.

Another important part of our highway-related procurement is professional services: engineering, environmental, public involvement and all the other components of transportation design used for highway project development and improvements. To learn about these opportunities, visit the "**Consultant Agreements**" tab. Requests for Proposal are posted here; be sure to pay particular attention to getting on ITD's Term

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

Design-Builds? You'll find these notices under "**Alternative Contracts**" tab. There's even a presentation you can watch which explains the process.

Not all ITD procurement is highway-related. We buy goods and services for building construction, maintenance and repair; facility and yard improvements; highway maintenance and repair; site clearing and demolition. You'll find these solicitations on the "**Solicitations—Non-Highway Projects**" tab. These plans are posted as pdf documents. 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>.

## Training Special Provision

*Contract Compliance Officer **Russ Rivera** explains that skilled craftsmen don't magically grow on trees: that's why we need training programs on highway construction projects.*

Let's face it, working hard for a living is starting to lose its appeal to younger generations. Additionally, we're losing skilled tradespeople on a daily basis and

regardless of whether we're losing them to retirement or another industry, when that knowledge base leaves, safety and

*(Continued on page 8)*

*(TSP, Continued from page 7)*

quality on projects begins to suffer.

Your average greenhorn isn't going to know all the subtle nuances that your career tradespeople learned over decades of honest work. This is why **TSP or Training Special Provision** on construction projects is important.

TSP is a project-specific training requirement which prioritizes training in an industry that desperately needs qualified craftsmen. With TSP, the trainee benefits by earning the opportunity to learn a new trade alongside a skilled craftsman. In turn, the contractor is allowed to pay the trainee a markedly reduced rate (sometimes 60% of Davis-Bacon Wage). Meanwhile, the state benefits by ensuring that a safe and consistent product is produced for years to come.

It's a win-win, otherwise known as non-zero sum game.

If you could take your best employee, make an exact copy of them and add



The magical construction craftsman tree. The jackhammer operator looks just about ready to pick.

them to your workforce for another 20 or 30 years, wouldn't you jump at the opportunity?

Well, some companies already have. Last year's TSP attainment on Federal-Aid Construction projects was 99.05% of all attainable hours.

This means that contractors who were assigned training hours provided training on nearly all of the projects with available hours. This is big news considering that prior year's TSP attainment was as low as 23%.

TSP attainment was so low, in fact, that the Federal Highways Administration (FHWA) had listed TSP attainment as one of three "high risk threats" on ITD construction projects. This put Idaho's federal funding in jeopardy.

Thanks to a few districts and some fantastic contractors, Idaho is back in good graces with FHWA.

I would personally like to thank the following contractors for continuing to serve as models of excellence for contractors statewide: **Knife River Corporation (Boise)**, **HK Contractors**, and **DePatco Inc.** I would also like to thank the following ITD Districts for working diligently to track, meet and/or exceed training requirements: District 3, District 4, and District 6.

My hope is that we can continue this trend for the sake of the industry. America may run on Dunkin', but this industry relies on its Apprentices, Journeymen, and Master Tradesmen.

