

# LTAP

Local  
Technical  
Assistance  
Program

WSDOT Local Programs and Washington State LTAP Center present:

## DBE Program Training for Contractors Working in the Federal Aid Program

### Bellingham

**Feb. 3, 2016** (Class #02541CN)  
Time: 8:30 a.m. – 4:30 p.m.

Lummi Administration Building  
2665 Kwina Road, Bellingham, WA 98226  
360-312-2023\*

### Shoreline

**Feb. 11, 2016** (Class #02542CN)  
Time 8:30 a.m. – 4:30 p.m.

Shoreline Conference Center (Mt. Rainier Conf Rm)  
18560 1<sup>st</sup> Ave NE., Shoreline, WA 98155  
206-393-4122\*

### SeaTac

**Feb. 19, 2016** (Class #02543CN)  
Time 8:30 a.m. – 4:30 p.m.

SeaTac, Red Lion Hotel at the Airport  
18220 International Blvd, Seattle, WA 98188  
(206) 246-5535\*

### Olympia

**Feb. 24, 2016** (Class #02544CN)  
Time 8:30 a.m. – 4:30 p.m.

Ramada Inn – Olympia (Rainier Room)  
4520 Martin Way E., Olympia, WA 98516  
360-459-8866\*

### Vancouver

**March 3, 2016** (Class #02545CN)  
Time 8:30 a.m. – 4:30 p.m.

WSDOT SW Region Office (Cafeteria)  
11081 NE 51<sup>st</sup> Circle, Vancouver, WA 98682  
360-905-2181 or 360-905-2000\*

### Spokane.

**March 10, 2016** (Class #02381CN)  
Time: 8:30 a.m. – 4:30 p.m.

Red Lion at the Park (Riverfront Ballroom A)  
303 W. North River Dr., Spokane, WA 99201  
509-777-6300\*

### Yakima

**March 17, 2016** (Class #02381CN)  
Time: 8:30 a.m. – 4:30 p.m.

Red Lion Hotel and Conference Center  
607 E. Yakima Ave., Yakima, WA 98901  
509-248-5900\*

(\*The phone numbers at the above training facilities can be used in case of emergency to contact a student in the class.)

**Cost: Free**

**Class Size: Varies**

**7 Training Hours**

## Target Audience

Contractor staff working in the State of Washington on projects that contract with and hire contractors and consultants.

## Course Description

The Washington State Department of Transportation (WSDOT) will be conducting Civil Rights Program Training (as it relates to Construction projects) at the following locations on the dates noted below. WSDOT will provide contractors and the general public with a variety of program updates and training. In addition, the following agencies may be providing presentations related to the services of their respective



Washington State  
Department of Transportation

programs: Office of Minority and Women's Business Enterprises, Tribal TERO programs, US DOT Small Business Resource Center (also known as OSDBU).

**Please note that this is NOT the same training as last year. This training will cover numerous changes in DBE Program regulations and contract specifications.**

Areas of training include:

- Disadvantaged Business Enterprise Program
- Equal Employment Opportunity Program
- On-The-Job Training Support Services
- Title VI
- USDOT's Bonding Education Program and Short-Term Lending Program
- DBE Certification Program/North American Industry Classification System Codes
- Tribal Requirements

## **Class Materials to Bring**

Please bring writing materials to the class.

## **Instructor**

WSDOT Office of Equal Opportunity and Headquarters Construction staff, Tribal Representatives, Office of Minority and Women Business Enterprise (OMWBE), and the USDOT's Bonding Program representative.

## **Questions**

Contact Jennifer Summers at [SummerJ@wsdot.wa.gov](mailto:SummerJ@wsdot.wa.gov)

## **Registration**

Please register online using this link: [LTAP Training On-line Registration Form](#). Look for the word "Contractors" in the title when you register.

Fill in your information, select your class from the list, then press "Submit." You will receive an email notification with driving directions to the training site when we process your request. If you do not receive this email notification within a day or two, you may not be registered and should contact us by phone.

Confirmation letters will be emailed from [LTAPTraining@wsdot.wa.gov](mailto:LTAPTraining@wsdot.wa.gov) prior to the class. If you are unable to attend, someone else from your agency may attend in your place. To cancel your registration or for assistance with registration, email [LTAPTraining@wsdot.wa.gov](mailto:LTAPTraining@wsdot.wa.gov) or phone (360) 705-7355.

**Disability accommodations provided upon request.**

Visit the  
**Washington State LTAP Center's Web Page**  
<http://www.wsdot.wa.gov/localprograms/ltap/>

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the Office of Equal Opportunity at [wsdotada@wsdot.wa.gov](mailto:wsdotada@wsdot.wa.gov) or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Notice to Public: It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinator at (360) 705-7082.