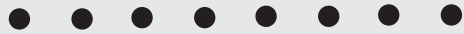
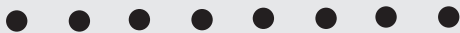


Purpose:



The Disadvantaged Business Enterprise Association Membership Program is designed to provide DBE firms with an opportunity to draw from the benefits and services offered by association membership. This service is offered through the Michigan Department of Transportation, Office of Business Development.



Questions or Comments can be addressed to-

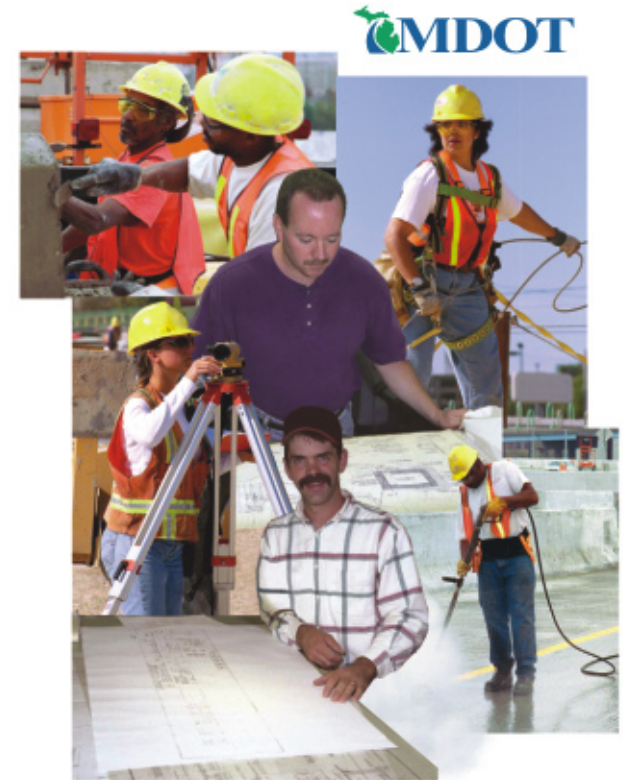
Mail:

Michigan Department of Transportation
Office of Business Development
P.O. Box 30050
Lansing, MI 48909

Telephone:

Nick Sundberg
(517) 241-4806

Fax:
(517) 373-0167



Association Membership Program

Pat Collins, Administrator
1-866-323-1264 / 517-241-4427



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OEO/DBE/DBEbrochure/Association Membership Brochure.indd 11/07

Q & A :

Why does it exist?

- To provide the means to cultivate business practice skills to compete in the increasingly aggressive transportation industry.
- Receive timely information on subjects that impact the industry with a focus on what is important to the association's members.
- To provide DBEs access to a variety of business-enhancing services offered by professional associations including training opportunities.
- Access to meetings, seminars and conferences which provide networking opportunities.
- Allows DBEs to participate on association membership committees which provide a valuable communication link on issues of importance to the transportation-related industry.

Who is eligible for reimbursement?

MDOT will only approve reimbursements for certified DBE firms based in Michigan.

What is the reimbursement rate?

Reimbursements will be made for 50% of your costs associated with participating in this program up to a maximum limit of \$2,000 per firm, per fiscal year. With a maximum of three memberships per fiscal year.

What is the process for reimbursement?

- Find the association(s) which meet the needs of your firm.
- Upon acceptance to the association submit:
 1. Completed MDOT form 171 (Association Membership Reimbursement Request) with original signatures
 2. Attach appropriate receipts and related documentation
 - a. Verification of Association payment (\$0 balance invoice, copy of the front and back of check or credit card statement)
 - b. Evidence of Association membership (acceptance letter)
- Upon receipt of your request MDOT will:
 1. Review request for completeness and appropriate supporting documentation
 2. Ensure applicant's eligibility by checking firm's certification status
 3. Verify association membership is appropriate for firm's working classes
 4. Verify that the firm has not exceeded the maximum \$2,000 reimbursement limit
 5. Reject or Approve request based on review findings

Is there a timeframe for reimbursement request submissions?

Reimbursement request must be accompanied by supporting documentation within 45 days after payment for the association is made. No reimbursement will be made if the request is submitted more than 90 days after final payment.

What if I'm not certain of an association's eligibility for this program?

If you wish to determine your firm's eligibility for reimbursement you may submit an optional MDOT Form 170 Association Membership Application prior to enrollment. A MDOT staff person will review your application and notify you of its approval or rejection.

