

NEBRASKA DOT DBE

# SUPPORTIVE SERVICES PROGRAM

The focus of the NDOT Disadvantaged Business Enterprise (DBE) Supportive Services Program (SSP) is to expand DBEs' expertise and broaden their business knowledge, strengthen their financial literacy, and develop business owners' skills and abilities in the areas of business and construction management.

The program provides DBEs with financial and business management training and one-on-one consulting to help them develop their business and increase their company's work potential. The end project of the program is for DBEs to create a business plan.

SSP services are provided by the consulting firm Project Solutions, Inc. (PSI) and are offered **FREE OF COST** to DBEs certified and performing work in Nebraska. The program is funded through the Federal Highway Administration and is intended to support DBE program participants.

## Why should I apply?

This program is offered to qualifying firms at no cost. It will provide you with financial and business management training and one-on-one consulting that will help you develop your business. By participating, you will likely see improvements such as:

- Increased revenue
- Better bidding abilities
- More bonding and loan opportunities
- Become more competitive in your industry

## How do I apply?

For information on how to apply, contact:

### Project Solutions, Inc.

605.630.7061 | [dbe@projectsolutionsinc.com](mailto:dbe@projectsolutionsinc.com)

### NDOT Civil Rights Office

402.479.4544 | [ndot.hcro-dbe@nebraska.gov](mailto:ndot.hcro-dbe@nebraska.gov)

*FREE Services for NDOT-Certified DBEs*



# BUSINESS DEVELOPMENT TRAINING for NDOT DBE-Certified Firms

## Sessions tailored to your business that will:

- Increase your company's capacity to grow.
- Give you additional tools to gauge your business and your staff.
- Allow you to collaborate with professionals and topical experts.
- Help you develop business skills that will provide a sustainable base for your company.

## Level-One Training

New company enrollees will participate in level-one training, which will entail seven training sessions provided to each company one-on-one virtually. Training sessions will be scheduled when convenient for each company and are to be completed between November and April. PSI will work with each company to help them create a business plan, with first drafts due March 15. Following feedback from PSI and NDOT, final business plans will be due July 15. PSI will also provide additional one-on-one consulting as requested by the company and is available to do an on-site visit during the winter season.

1. **Orientation:** Welcome, Program Overview, Bidding with NDOT
2. **Creating Your Business Plan Development Roadmap:** Market Analysis, SWOT Analysis, Objectives and Goals, Annual Sales Forecast
3. **Accounting for Contractors and Software Assessment:** Methods and principles of accounting, payroll, invoicing, materials tracking, and timekeeping
4. **Financial Statement Analysis and Cash Flow Forecasting:** Reading and interpreting financial statements, accurately tracking the firm's financial health, and forecasting cash flow
5. **Job Costing Implementation:** Cost allocations, tracking equipment and labor, accumulating data, and calculating labor rates
6. **Human Resources: 101:** Functions of HR, organizational charts, recruiting, hiring, retention, team engagement, employee handbooks, and compliance regulations
7. **Marketing, Relationships, and Teaming Strategies:** Marketing campaigns, tracking marketing success, building and leveraging network, and different types of contractual relationships

## Level-Two Training

Companies who have completed level-one training will participate in level-two training, which will entail four training sessions provided to each company one-on-one virtually. Training sessions will be scheduled when convenient for each company and are to be completed between November and April. PSI will work with each company as they continue to work on their business plan, with first drafts due March 15. Following feedback from PSI and NDOT, final business plans will be due July 15. PSI will also provide additional one-on-one consulting as requested by the company and is available to do an on-site visit during the winter season.

1. **Meeting Financial Standards to Obtain Working Capital and Bonding**
2. **Business Development Strategies for Government Contractors**
3. **Succession Planning/Exit Strategy**
4. **Work in Progress (WIP) Reports**