

# THE DB MESSENGER

PUBLISHED BY THE DIVERSE BUSINESS SUPPORTIVE SERVICES CENTER AT CHEYNEY UNIVERSITY

VOL. 2 EDITION 3

MARCH 2017



## IN THIS MONTH'S DB MESSENGER:

It's tax season – so that means it's time to break out the receipts and double check your yearly financial records.

There is a lot of to keep track of when doing your taxes for your small business. However, it is important to know what you can and cannot deduct, what forms to use, and what benefits you are entitled to as a small business owner.

[TIME Magazine](#) compiled a list of 10 Tax Tips specifically catered to small businesses that includes:

- ◆ Update business expenses in a timely manner and on a regular basis
- ◆ Keep business and personal expenses separate – utilize separate accounts
- ◆ Familiarize yourself with the **Small Business Jobs Act Tax**, a law passed in 2010 that contains close to 20 initiatives that lower tax burdens and allow for small businesses to save more.

To view this article, [click here](#).

### DB FACTS

A Diverse business is a business that is at least 51% owned by one or more of the following entities: women, minorities, veterans & disabled veterans.

The benefits of becoming a certified DB include increased business visibility, maximized potential for contracting opportunities, and partnering opportunities with other DB firms on PennDOT projects.

DB SSC offers FREE services including onsite assistance, networking events, ECMS training, business partner registration assistance and notification of contracting opportunities.

### UPCOMING EVENTS

**OSHA 10 & 30 Certification**  
(FREE for certified DBEs & DBs only)

Dates: March 16, March 23, March 24

March 25, March 31, April 1

[Mellon Independence Center](#)

[Registration Form & More Information](#)

### DB OPPORTUNITIES

Plenary Walsh Keystone Partners  
Rapid Bridge Project Letting Dates

March 2, 2017

March 16, 2017

[Click Here for More Information](#)

[Outreach Calendar](#) (see page 3)

SEPTA has various RFPs for the month of March. [Click here](#) to view them.

# THE DB MESSENGER

PUBLISHED BY THE DIVERSE BUSINESS SUPPORTIVE SERVICES CENTER AT CHEYNEY UNIVERSITY

VOL. 2 EDITION 3

MARCH 2017



## OSHA 10 AND 30

### FREE Certification - LAST TIME IN 2017

PASSHE – CHEYNEY IN THE CITY

#### Mellon Independence Center

701 Market Street, 3<sup>rd</sup> Floor, Philadelphia, PA 19106

**OSHA 10** = Attend one 2 ½ hr-Introduction to OSHA on Thursday March 16<sup>th</sup> **OR** March 23<sup>rd</sup>

**PLUS** Full Day Friday, March 24<sup>th</sup> for OSHA 10 Certification for you or your workers

**OSHA 30** = Attend OSHA 10 - **either** Thursday Intro and March 24<sup>th</sup>

**PLUS** Saturday, March 25, Friday, March 31<sup>st</sup>, Saturday, April 1 for 30 hours Certification.

#### CHECK HERE TO HOLD YOUR SPACE

OSHA 10/30:

\_\_\_ Thursday, Mar 16 or \_\_\_ Thursday Mar 23

\_\_\_ Friday, March 24

OSHA 30:

\_\_\_ Sat, Mar 25, Fri., Mar 31, Sat., Apr 1

FAX to 610-399-2018 or

EMAIL to [penndbe@cheyney.edu](mailto:penndbe@cheyney.edu)

#### REGISTER:

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please complete form for each person



Phone: (877) Penn DBE

Website: [www.penndbe.com](http://www.penndbe.com)

Email: [penndbe@cheyney.edu](mailto:penndbe@cheyney.edu)

*Helping DBEs continue toward excellence and success on PennDOT highway projects.*



A Shared Initiative Between PennDOT and Cheyney University



# THE DB MESSENGER

PUBLISHED BY THE DIVERSE BUSINESS SUPPORTIVE SERVICES CENTER AT CHEYNEY UNIVERSITY

VOL. 2 EDITION 3

MARCH 2017

## PA RAPID BRIDGES REPLACEMENT PROJECT FEBRUARY OUTREACH CALENDAR

(Follow the link for more information)

[Public Open House Planned for Route 22 Bridge Project in Smithfield Township](#)

Wednesday, March 1, 2017 from 5 – 6:30 pm

[Public Open House Planned for Somerset County Bridge Projects -Stonycreek and  
Brothersvalley Townships](#)

Thursday, March 2, 2017 from 5 – 6 pm

[Public Meeting Planned for Five Allegheny County Bridge Projects](#)

Thursday, March 2, 2017 from 4 – 6 p.m.

[Plans Available for Review for Route 194 Bridge Replacement over West Branch  
of Beaver Creek in Abbottstown Borough](#)

Friday, February 17, 2017 through Friday, March 3, 2017

[Public Open House Planned for Somerset County Bridge Replacement Projects](#)

Tuesday, March 7, 2017 from 5 – 6:30 pm

[Public Meeting Planned for Fayette County Bridge Projects - Franklin Township](#)

Tuesday, March 7, 2017 from 4 - 5:30 p.m.

[Public Meeting Planned for Allegheny County Bridge Replacement Project](#)

Thursday, March 9, 2017 from 4 – 6 p.m.

[Public Meeting Planned for Mifflin County Bridge Projects](#)

Thursday, March 9, 2017 from 4 – 5:30 p.m.

# THE DB MESSENGER

PUBLISHED BY THE DIVERSE BUSINESS SUPPORTIVE SERVICES CENTER AT CHEYNEY UNIVERSITY

VOL. 2 EDITION 3

MARCH 2017

## HOW TO BECOME A CERTIFIED DB

### CERTIFYING ORGANIZATIONS

- ✚ [National Minority Supplier Dev. Council](#)
- ✚ [Women's Business Enterprise Council](#)
- ✚ [Small Business Administration](#)
- ✚ [Department of Veteran Affairs](#)
- ✚ [Pennsylvania Unified Certification Program](#)

## FOLLOW US



[Diverse Business Supportive Services Center](#)



[@DiverseBus\\_SSC](#)

## CONTACT US

The DBSSC Team

**Sharon Cannon**, Executive Director

Email: [scannon@cheyney.edu](mailto:scannon@cheyney.edu)

**Kenyon Holley**, Director

Email: [kholley@cheyney.edu](mailto:kholley@cheyney.edu)

**Dominique Smiley**, Project Assistant

Email: [dsmiley@cheyney.edu](mailto:dsmiley@cheyney.edu)

**Mailing Address:**

1837 University Circle  
PO Box 200  
Cheyney, PA 19319-0200  
610-399-2166

Website: [www.padbssc.com](http://www.padbssc.com)

## BUSINESS TIP

### [7 YEAR-END TAX TIPS FOR SMALL BUSINESSES](#)

By: Alyssa Gregory, [the Balance](#)

- ✚ Review Your Reports
- ✚ Defer Income
- ✚ Make Purchases
- ✚ Run an Inventory Check
- ✚ Start or Contribute to a Retirement Plan
- ✚ Contribute to Charity
- ✚ Start Preparing for Next Year

Now