OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

Disadvantaged Business Enterprise ARRA Bonding Assistance Reimbursable Fee Program (DBE ARRA BAP)

SECTION 1512 REPORTING TRAINING

ARRA Section 1512 Reporting Requirements

- Recipients of bond reimbursements are subject to recipient reporting requirements under Section 1512 of the ARRA.

- Only recipients of an actual reimbursement are subject to Section 1512 recipient reporting requirements. Applicants with rejected applications are not required to report.

- Recipients of reimbursements that do not report are deemed non-compliant.

- **THE PENALTY FOR NON-COMPLIANCE MAY BE SUSPENSION AND/OR DEBARMENT**.

S1512 Reporting Requirements (Continued)

- For all bond reimbursements during the quarter, the DBE will report $0 spending on a non-project and no jobs created and/or retained <u>pertaining to the DBE ARRA BAP on a one-time basis only</u> when the reporting period opens during the following quarter. Continual reporting is not required.

- The bond fee reimbursement award is a separate award from the contract award. The DBE is subject to a separate S1512 reporting requirement due to the contract award. The DBE must report actual recipient reporting information to the DOT mode of transportation funding the ARRA project for which the DBE was awarded a contract.

DBE ARRA BAP S1512 Reporting Process

•Eligible DBEs must <u>register</u> on <u>www.federalreporting.gov</u> within 10 days of reimbursement. Further instructions on how to register (Chapter 2) may be found in the FederalReporting.Gov User Guide at <u>https://www.federalreporting.gov/federalreporting/downloads.do#docs</u> .

•Eligible DBEs are encouraged to register prior to receipt of the reimbursement (pre-register) because once registered, it may take up to 2 weeks to received a User ID and Password. The following information is required to pre-register:

    ➢First and Last Name

    ➢Email Address (Email address will be the User ID)

    ➢DUNS # (Registration in the Central Contractor Registration @ <u>www.ccr.gov</u> will be verified by <u>www.federalreporting.gov</u>)

S1512 Reporting Process (Continued)

• Once registered on www.federalreporting.gov, DBEs subject to S1512 recipient reporting requirements can either submit the required information manually (type it on-line) or upload a Microsoft Excel template during the reporting period.

• Upon notification of application approval, eligible DBEs will receive a pre-filled "sample" template for their review. After review, the DBE may either submit the information contained in the sample template manually or upload the sample template to meet the S1512 reporting requirements pertaining to the DBE ARRA BAP. Further instructions on how to either submit the information manually (Chapter 7) or upload the sample template (Chapter 8) may be found in the FederalReporting.Gov User Guide at https://www.federalreporting.gov/federalreporting/downloads.do#docs

S1512 Reporting Process (Continued)

• Eligible DBEs may be asked to submit their NAICS or NTEE-NPC code during the application approval process to assist OSDBU to pre-fill the sample template.

• Whether the DBE is a prime contractor or a subcontractor, for the purposes of Section 1512 reporting requirements pertaining to the DBE ARRA BAP, the DBE is always a prime recipient.

• A blank Excel reporting template may be downloaded at https://www.federalreporting.gov/federalreporting/downloads.do#templates

S1512 Reporting Periods

•Reporting periods open on a quarterly basis. Reimbursements received in :

  ➢January, February, and March must be reported in April
  ➢April, May, and June must be reported in July
  ➢July, August, and September must be reported in October
  ➢October, November, and December must be reported in January

•Specific information related to the opening and closing of the next reporting period is located at
https://www.federalreporting.gov/federalreporting/home.do?recipient