

MaineDOT DBE SUBRECIPIENT PROGRAM INSTRUCTIONS AND FORMS

Background

The Maine Department of Transportation requires each federally funded grant subrecipient to report contracting activities (things and services you buy) which use any USDOT funding. The purpose of this report is to collect information on any federally funded contract agreements that a subrecipient enters into with a third party. Examples of the types of purchases are provided below; however, this is not an exhaustive list.

A **contract** is a mutually binding legal relationship obligating a seller to furnish supplies or services (including construction) and the buyer to pay for them. Contracts include a subrecipient's contract with a vendor or contractor, including procurement by purchase order or purchase by credit card, which is financed with USDOT assistance. For purposes of this report, contracts do not include grants and cooperative agreements.

The following are examples of contracts (purchases) that would be included in quarterly reports:

Services

- Printing
- Insurance
- Drug screens and physicals Feasibility study for maintenance facility
- HVAC and plumbing repairs and maintenance
- Transportation services
- Vehicle equipment repair

Supplies and Equipment

- Shop tools, parts, fluids, tires and bus washing supplies
- Fuel
- Miscellaneous supplies (light bulbs, filters, etc.)
- Office supplies
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DBE Utilization Form

The **SUBRECIPIENT DBE/SUBCONSULTANT/SUPPLIER CONTRACT UTILIZATION FORM** is a document that we use to track DBE and non-DBE utilization on our federal projects for reporting. MaineDOT reports biennially to FTA, FHWA and FAA on our attainment efforts. This form must be included in all bid documents which include federal funds and the bidder must complete the form and return it to your agency with their proposal. The prime contractor must list *all* anticipated subcontractors and the anticipated amount of each subcontract.

Once this form is received it should be sent electronically to the MaineDOT Civil Rights Office for approval and reporting.

Quarterly and Annual Reporting on USDOT Funded Contracts and Purchases

Quarterly

Quarterly report includes two worksheets and/or tabs that must be completed for the respective reporting period:

1. Contracts Awarded,
2. Payments Made on Ongoing Contracts
3. Contracts Completed

Blank worksheets will not be accepted. If there is no contracting activity to report, specify "0" in the appropriate boxes.

Quarterly reports are due on the 15th of the month following the end of the reporting quarter.

Each contract and/or item purchased is reported twice, once at contract award and once at contract completion.

Complete reports should be submitted electronically by the deadline date to the MaineDOT Civil Rights Office or Program Manager for which you receive grant funds. **For questions please contact Sherry Tompkins at (207)624-3066.**