

## 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) that 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 list is not exhaustive.

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 agreement with a vendor or contractor, such as procurement by purchase order or credit card, which is financed with USDOT assistance. For this report, contracts do not include grants and cooperative agreements.

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

<u>SERVICES</u>	<u>SUPPLIES &amp; EQUIPMENT</u>
<ul style="list-style-type: none"><li>• Printing</li><li>• Insurance</li><li>• Drug Screens &amp; Physicals</li><li>• Feasibility Study for Maintenance Facility</li><li>• HVAC &amp; Plumbing Repairs &amp; Maintenance</li><li>• Transportation Services</li><li>• Vehicle Equipment Repair</li></ul>	<ul style="list-style-type: none"><li>• Shop Tools</li><li>• Parts, Fluids &amp; Tires</li><li>• Bus Washing Supplies</li><li>• Fuel</li><li>• Miscellaneous Supplies</li><li>• Office Supplies</li></ul>

### Bidder's List Form

The **SUBRECIPIENT DBE/SUBCONSULTANT/SUPPLIER CONTRACT BIDDER'S LIST FORM** is a document that we use to track DBE and non-DBE utilization on our federal projects for reporting. MaineDOT reports semiannually to FTA, FHWA, and annually to FAA on our attainment efforts. This form must be included in all bid documents that 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 reporting.

## Quarterly Reporting on USDOT Funded Contracts and Purchases

The quarterly report includes three worksheets and/or tabs that must be completed for the respective reporting period:

1. Contracts Awarded; and
2. Payments Made on Ongoing Contracts; and
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. The reporting quarters are:

<u>QUARTERS</u>	<u>REPORT DUE DATE</u>
First FFY Quarter – October 1 – December 31	January 15 <sup>th</sup>
Second FFY Quarter – January 1 – March 31	April 15 <sup>th</sup>
Third FFY Quarter – April 1 – June 30	July 15 <sup>th</sup>
Fourth FFY Quarter July 1 – September 30	October 15 <sup>th</sup>

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 Mary Bryant via email at [mary.bryant@maine.gov](mailto:mary.bryant@maine.gov) or telephone at (207)624-3056.**