



*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 awards greater than \$25K are subject to recipient reporting requirements under Section 1512 of the ARRA.
- The \$25K threshold is applied on a per-application basis. The combined amount of all premiums and fees, submitted for reimbursement on the application count toward the \$25K threshold. If applicable, the combined amount includes the small business concern (principal) fee charged by the Small Business Administration's Surety Bond Guarantee Program.



## S1512 Reporting Requirements (Continued)

- Only recipients of an actual reimbursement are subject to Section 1512 recipient reporting requirements. Applicants with rejected applications are not required to report.
- The DBE will report \$0 spending on a non-project and no jobs created and/or retained pertaining to the DBE ARRA BAP on a one-time basis only. 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.



## Reporting Applicability Cases

Case 1: Recipient A receives reimbursement of \$25,000.01 for an application submitted for the combined amount of all premiums and fees related to a bond.

➤ **Recipient A is required to report**

Case 2: Recipient B receives reimbursement of \$25,000 for an application submitted for the combined amount of all premiums and fees related to a bond.

➤ **Recipient B is not required to report**



## Reporting Applicability Cases (Continued)

Case 3: Recipient C receives reimbursement of \$20,000 for an application submitted for the combined amount of all premiums and fees related to a bond.

➤ **Recipient C is not required to report**

Case 4: Recipient D receives reimbursement of \$20,000 for an application submitted for the combined amount of all premiums and fees related to a bond and ALSO receives reimbursement of \$6,000 for a separate application submitted for the combined amount of all premiums and fees related to a different bond. The total amount for both bonds is \$26,000.

➤ **Recipient C is not required to report**



# DBE ARRA BAP S1512 Reporting Process

- Eligible DBEs must register on [www.federalreporting.gov](http://www.federalreporting.gov) within 10 days of reimbursement starting August 28, 2009.
- Eligible DBEs are encouraged to register prior to receipt of the reimbursement (pre-register) because once registered, it may take up to 2 days 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 @ [www.ccr.gov](http://www.ccr.gov) will be verified by [www.federalreporting.gov](http://www.federalreporting.gov) )



## S1512 Reporting Process (Continued)

- Once registered on [www.federalreporting.gov](http://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 with the required information after October 1, 2009.
- 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 or upload the sample template after can be found at [www.federalreporting.gov](http://www.federalreporting.gov) once open for reporting.



## 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 sample reporting template can be found at [www.dot.gov/recovery/ost/osdbu](http://www.dot.gov/recovery/ost/osdbu)