



COMPLIANCE REPORTING INSTRUCTIONS

(Revised 4/6/15)

Quarterly Report Requirements: Each quarter submit: (1) for private projects that signed an acknowledgement form and are subject to D.C. Law 20-108, submit SBE Subcontracting Plan; (2) the completed Quarterly Report; (3) the completed Vendor Verification Form for each CBE subcontractor at very tier; (4) a Narrative Description of Outreach Efforts to CBE Firms (*if applicable*); (5) and each fully executed subcontract with each CBE subcontractor at every tier listed on each Quarterly Report and SBE Subcontracting Plan.

Credit: For each subcontract listed on the SBE Subcontracting Plan and Quarterly Report, credit will only be given for the portion of the subcontract performed, at every tier, by a SBE/CBE using its own organization and resources. COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs and CBEs (AT EVERY TIER) MUST BE PROVIDED TO RECEIVE CREDIT.

Submission: Below is a quarterly report guide; all reports for each quarter should be submitted together as one packet.

Report Required	Attachment Number	Frequency	Report Must Be Submitted to:	Period Covered	Due Date
SBE Subcontracting Plan (<i>if applicable</i>)	Attachment 3	Quarterly	DSLBD, ODCA & Agency Project Manager	1/1 to 3/31 4/1 to 6/30 7/1 to 9/30 10/1 to 12/31	April 30 th July 31 st October 30 th January 31 st
Quarterly Report(s) - Quarter 1	Attachment 4; <i>Equity & Development Participation Quarterly Report if applicable</i>	Quarterly	DSLBD, ODCA, Agency Contracting Officer & Agency Project Manager	1/1 to 3/31	April 30 th
Quarterly Report(s) - Quarter 2	Attachment 4; <i>Equity & Development Participation Quarterly Report if applicable</i>	Quarterly	DSLBD & ODCA	4/1 to 6/30	July 31 st
Quarterly Report(s) - Quarter 3	Attachment 4; <i>Equity & Development Participation Quarterly Report if applicable</i>	Quarterly	DSLBD & ODCA	7/1 to 9/30	October 30 th
Quarterly Report(s) - Quarter 4	Attachment 4; <i>Equity & Development Participation Quarterly Report if applicable</i>	Quarterly	DSLBD & ODCA	10/1 to 12/31	January 31 st
Vendor Verification Form	Attachment 5	Quarterly	DSLBD Only	1/1 to 3/31 4/1 to 6/30 7/1 to 9/30 10/1 to 12/31	April 30 th July 31 st October 30 th January 31 st
Narrative Description of Outreach Efforts to CBE Firms (<i>if applicable</i>)	Attachment 6	Quarterly	DSLBD Only	1/1 to 3/31 4/1 to 6/30 7/1 to 9/30 10/1 to 12/31	April 30 th July 31 st October 30 th January 31 st

Submitting Compliance Reports:

Compliance Reports shall be emailed to: DSLBD at Compliance.Enforcement@dc.gov; ODCA at csbe.compliance@dc.gov; email the particular Agency Contracting Officer; and email the particular Agency Project Manager.

Failure to Comply/ Penalties:

The Small and Certified Business Enterprise Development and Assistance Amendment Act of 2014 (D.C. Law 20-108; D.C. Official Code § 2-218.01 et seq.) and the CBE Agreements and MOUs outline the applicable penalties for failure to comply with reporting requirements.

Project Completion Letter:

Once the project has been completed, a written request to DSLBD to issue a close out letter may be submitted to DSLBD at Compliance.Enforcement@dc.gov addressed to the attention of your assigned DSLBD Compliance Specialist, copy Ronnie Edwards, Deputy Director and Vonetta Martin, Senior Compliance Specialist. The word 'FINAL' must be noted on the last compliance report packet submitted together with the close out letter request.

Questions:

For DSLBD - visit DSLBD's website at <http://dslbd.dc.gov/DC/DSLBD> or contact Ronnie Edwards, Deputy Director at (202) 727-3900; for ODCA - contact Sophie Kamal at (202) 727-3600.