



AGENCY COMPLIANCE REPORTING SCHEDULES

ANNUAL BUDGET EXCLUSION REQUESTS & PROCUREMENT PLAN REPORTS

In accordance with D.C. Official Code § 2-218.53- Agency reporting requirements , the department is providing a web based tool called Quickbase (<http://octo.quickbase.com>) to District agencies for their prime contracting and subcontracting activities with SBEs reporting requirement. Access is granted based on a permission rights basis and is available 24 hours 7 days a week for quarterly expenditure and other required reporting as shown below. It is the agencies’ CBE Compliance Officers responsibility to periodically review the system for updates. As a courtesy, DSLBD will send an automatic email to all Agency Users when a document is uploaded to the Shared Documents table. Below is a general guide for reporting required once a year, sixty days prior to each fiscal year.

In order for budget exclusions to be reported, DSLBD will inform District agencies when the updated appropriated budgets for the new fiscal year have been entered in the system in preparation for reporting budget exclusions.

Report Due	Frequency	Period Covered	Due Date	Purpose
1) Annual Procurement Plan	One time. 60 days prior to each fiscal year.	October 1 st to September 30 th	August 30th prior to the new fiscal year.	Demonstrates how agencies will attempt to achieve its CSBE goal determined. It is a projection of procurements, contracts, and p-card expenditures that may have CSBE set-asides.
2) Budget Exclusion Requests	One time. 60 days prior to each fiscal year.	October 1 st to September 30 th	No later than August 30th prior to the new fiscal year.	Budget exclusions are items reduced from the total appropriated budget to determine an agency’s expendable budget and CSBE goal.
3) Changes to Budget Exclusion Requests	One time. 30 days after second quarter expenditure report due date.	October 1 st to April 30 th	April 30th	New policy associated with DCMR 27, Ch.8, Sec.830.5, as of FY 15 DSLBD will accept changes twice annually. To assist and streamline goal setting process and decrease inconsistent reporting of goals. (Est. by DSLBD August 2014).

QUARTERLY & ANNUAL REPORTS
§ 2-218.53 (a) & (b)

Report Due	Frequency	Period Covered	Due Date
1) Quarter 1	Quarterly	October 1 st thru December 31 st	January 31st
2) Quarter 2	Quarterly	January 1 st thru March 31 st	April 30th
3) Quarter 3	Quarterly	April 1 st thru June 30 th	July 31st
4) *Annual Report <i>(Combines all quarters- one through four)</i>	End of Fiscal Year	October 1 st thru September 30 th	October 31st <small>(New DSLBD Policy as of FY15, 3rd Qtr.)</small>
5) * Narrative of Agency Performance: Report Achievement or Shortfall in Achieving the CSBE Goal	End of Fiscal Year	Entire year, applies to agencies that fall short of their goal.	October 31st <small>(New DSLBD Policy as of FY15, 3rd Qtr.)</small>

*For DSLBD specific inquiries, agencies may contact their specific DSLBD Compliance Specialist. *As of third quarter, FY 15 DSLBD Compliance requires 4th quarter and end of year narratives to be completed by the end of the fiscal year instead of waiting for the CAFR to be published. DSLBD will be conducting its verification of expenditures during November 2015 that were made during October 1, 2015 to September 30, 2015. Inquiries for ODCA can be emailed to csbe.compliance@dc.gov.*