



Small Business (SB) Commitments/Awards and Pay

Public reporting burden for this information collection is estimated to average 357 hours per response, including reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to Information Collection Comments, Paperwork Reduction Project (2130-NEW), Washington, DC 20503.

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OMB Approval

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Small Business (SB) Commitments/Awards and Payments

INSTRUCTIONS FOR COMPLETING THE UNIFORM REPORT OF SB AWARDS/COMMITMENTS AND PAYMENTS

<p>1. Specify the grant and/or cooperative agreement numbers you are reporting.</p> <p>2. Specify the Federal fiscal year (i.e., October 1-September 30) in which the covered reporting period falls.</p> <p>3. State the date of submission of this report.</p> <p>4. Check the appropriate box that indicates the reporting period that the data provided in this report covers. If this report is due June 1, data should cover October 1 - March 31. If this report is due December 1, data should cover April 1 - September 30.</p> <p>5. Provide the name and address of the recipient.</p> <p>6. State your annual SB goals. The SB goals are race and gender neutral and include programs such as a small business outreach program, technical assistance, and prompt payment clauses. Additional pages may be attached as needed.</p> <p>7. The amounts in items 7(A)-9(E) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. All dollar amounts are to reflect only the Federal share of such contracts and should be rounded to the nearest dollar.</p> <p>7(A). Provide the total dollar amount for all prime contracts assisted with DOT funds that were awarded during this reporting period.</p> <p>7(B). Provide the total number of all prime contracts assisted with DOT funds that were awarded during this reporting period.</p> <p>7(C). From the total dollar amount awarded in item 7(A), provide the dollar amount awarded to SBs during this reporting period.</p> <p>7(D). From the total number of prime contracts awarded in item 8(B), specify the number awarded to certified SBs during this reporting period.</p> <p>7(E). Of all prime contracts awarded this reporting period, calculate the percentage going to SBs. Divide the dollar amount in item 7(C) by the dollar amount in item 7(A) to derive this percentage. Round percentage to the nearest tenth.</p> <p>8. Items 8(A)-9(E) are derived in the same way as items 7(A)- 7(E), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed.</p> <p>9. Provide the totals for total SB dollars in 9(C) and total count of SBs in 9(D).</p>	<p>10-17. For all SBs awarded prime contracts and awarded or committed subcontracts as indicated in 7(C)-(D) and 8(C)-(D), break the data down further by total dollar amount as well as the number of all contracts going to each ethnic group as well as to non-minority women. For 10a, provide a description of tribe or affinity, e.g., Navajo Nation, Blackfeet Tribe of the Blackfeet Nation of Montana, etc. For 11g, 12g, 13g, 14g, 15g and 16g, provide self-identification not otherwise provided for each race and/or ethnicity.</p> <p>18(A). Provide the total number of prime and sub-contracts ongoing during this reporting period.</p> <p>18(B). Provide the total dollar value of prime and sub-contracts ongoing this reporting period.</p> <p>18(C). Provide the total number of SBs participation on all ongoing prime and sub-contracts paid this reporting period.</p> <p>18(D). Provide the total dollars paid to SB firms.</p> <p>18(E). Provide the total number of SB firms receiving payment during the reporting period.</p> <p>18(F). Calculate the percentage paid to SBs. Divide the dollar amount in item 18(E) by the dollar amount in item 18(A) to derive this percentage. Round percentage to the nearest tenth.</p> <p>19(A). Provide the total number of prime and sub-contracts completed during this reporting period.</p> <p>19(B). Provide the total dollar value of prime and sub-contracts completed this reporting period.</p> <p>19(C). Provide the total number of SBs participation on completed prime and sub-contracts paid this reporting period.</p> <p>19(D). Provide the total dollars paid to SB firms.</p> <p>19(E). Provide the total number of SB firms receiving payment during the reporting period.</p> <p>19(F). Calculate the percentage paid to SBs. Divide the dollar amount in item 19(E) by the dollar amount in item 19(A) to derive this percentage. Round percentage to the nearest tenth.</p> <p>20. Name of the Authorized Representative preparing this form.</p> <p>21. Signature of the Authorized Representative.</p> <p>22. Phone number of the Authorized Representative.</p>
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UNIFORM REPORT OF SB COMMITMENTS/AWARDS

**Please refer to the instruction sheet for directions on filling

1	Grant Number		
2	Federal Fiscal year in which reporting period falls	FY 20XX	3 Date of Report
4	Reporting Period	<input type="checkbox"/> Report due June 1 (for period Oct 1-Mar 31)	<input type="checkbox"/> Report due
5	Name and address of Recipient:		
6	Annual SB Goal(s):		

Awards/Commitments this Reporting

		A	B	C	D
	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to SBs (dollars)	Total to SBs (number)
7	Prime contracts awarded this period	\$ -	0	\$ -	0
8	Subcontracts awarded/committed this period	\$ -	0	\$ -	0
9	TOTAL	\$ -	0	\$ -	0

	BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D
		Total to SB (dollar amount)			
		Women	Men	Total	Women
10	American Indian or Alaska Native	\$ -	\$ -	\$ -	0
10a	Tribe or Affinity -				
11	Asian	\$ -	\$ -	\$ -	0
11a	Chinese				
11b	Vietnamese				
11c	Asian Indian				
11d	Korean				
11e	Filipino				
11f	Japanese				
11g	Other -				
12	Black or African American	\$ -	\$ -	\$ -	0
12a	African American				
12b	Nigerian				

12c	Jamaican				
12d	Ethiopian				
12e	Haitian				
12f	Somali				
12g	Other -				
13	Hispanic or Latino	\$ -	\$ -	\$ -	0
13a	Mexican				
13b	Cuban				
13c	Puerto Rican				
13d	Dominican				
13e	Salvadoran				
13f	Guatemalan				
13g	Other -				
14	Middle Eastern or North African	\$ -	\$ -	\$ -	0
14a	Lebanese				
14b	Syrian				
14c	Iranian				
14d	Iraqi				
14e	Egyptian				
14f	Israeli				
14g	Other -				
15	Native Hawaiian or Pacific Islander	\$ -	\$ -	\$ -	0
15a	Native Hawaiian				
15b	Tongan				
15c	Samoan				
15d	Fijian				
15e	Chamorro				
15f	Marshallese				
15g	Other -				
16	White	\$ -	\$ -	\$ -	0
16a	English				
16b	Italian				
16c	German				
16d	Polish				
16e	Irish				
16f	Scottish				
16g	Other -				
17	TOTAL	\$ -	\$ -	\$ -	0

Payments Made this Period

A	B	C
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PAYMENTS ON ONGOING CONTRACTS		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with SBs
18	Prime and subcontracts currently in progress	0	\$ -	0
		A	B	C
TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD		Number of Contracts Completed	Total Dollar Value of Contracts Completed	Total Number of Contracts with SBs
19	Totals	#REF!	#REF!	
20	Submitted by:		21. Signature:	

OS AND PAYMENTS

g out this form**

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Dec 1 (for period April 1-Sep 30)	

Period

	E
	Percentage of total dollars to SBs
	#DIV/0!
	#DIV/0!

E	F
Total to SB (number)	
Men	Total
0	0
0	0
0	0

Total Payments to SB firms	Total Number of SB firms Paid	Percent to SBs
\$ -	0	#DIV/0!

D	E	F
Total Payments to SB firms	Total Number of SB firms Paid	Percent to SBs
	#REF!	#REF!

22. Phone Number: