



Business Opportunity & Workforce Development Center

Financial Reimbursement Assistance Guidelines

The Virginia Department of Transportation (VDOT) Civil Rights Division has received grant funds from the Federal Highway Administration (FHWA) to provide supportive services to Disadvantaged Business Enterprises (DBEs), through the BOWD Center, for transportation related activities that will enhance or lead to contracting opportunities on VDOT federally-aided projects.

The supportive services funds, in the amount of \$5,000 annually, are allocated to enhance the growth and development of DBE firms for transportation related activities, particularly in the highway construction industry. The following guidelines ensure efficient processing of all financial reimbursement assistance requests for supportive services.

Qualification

DBE Firms must be certified in transportation related areas of work.

Process

Below are the steps to receiving funding for supportive services through the BOWD Center:

- Complete the DBE Readiness Tool accessible at: <https://m3.btgworks.co/landing/access/vdot-bowd>.
- Request account login for VDOT University to access BOWD Center sponsored classes.
- Submit a current business plan or develop a business plan with BOWD Center staff.
- Submit a Bid Activity Report that will be provided by BOWD Center staff.
- Complete a Financial Reimbursement Assistance Form and submit no less than 30 days prior to date of activity.
- Attach supporting documentation that reflects relevant costs (i.e., registration cost, product cost, etc.) and forward the Financial Reimbursement Assistance Form to BowdCenter@vdot.virginia.gov for approval.
- The BOWD Center will provide electronic notification of approval or denial within 7 business days of receipt of request.
- Upon written approval, DBE pays for approved products/services and forwards all original receipts to the BOWD Center. All receipts and proof of payment (i.e., bank statement, credit card statement) must be submitted within 30 business days after receipt of purchase.
- DBEs/SWaM certified firms must be utilized to provide goods/services if available.

Reimbursements

DBEs may be eligible to receive financial reimbursement assistance on a case-by-case basis, subject to staff approval. All financial reimbursement assistance requests must be pre-approved before any costs are incurred for which reimbursement is requested. The BOWD Center will adhere to applicable processes of VDOT's Fiscal Policies and Procedures as set forth by the Commonwealth of Virginia. However, program management discretion will be used based upon availability of funds. Listed below are examples of previously-approved reimbursements:

- Software/Software license
- Membership Fees for Professional Organizations/Associations
- Website Design/Development and/or Logo Design
- Highway Transportation Industry Related Seminars (registration and class costs, if applicable) – in the United States only

BOWD Center located in the Workforce Development and Business Support Center
6000 Elko Tract Road • Sandston, VA 23150 • Phone: 804-328-3002
BOWD Center Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.



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Instructions: Please complete all sections of this form. It may be typed or handwritten. **Pre-approval is required prior to purchase.** Visit <https://directory.sbsd.virginia.gov> to find your DBE Certification Number

DBE Firm	DBE Certification Number (Required)
DBE Address	
Form Submitted By	Job Title
Email	Phone
Detail the specific need for the item(s) you are requesting (attach additional sheets if necessary).	

AGREEMENT - Written approval from the BOWD Center is required prior to any expenditures requested for reimbursement. A quote from a SWaM company from which you would make the purchase, detailed Website advertisement, or detailed training announcement reflecting specifications and pricing information must be attached. Submit this request only when your firm is prepared to make an immediate purchase. BOWD approval is required before purchase of goods or services. Original receipts (not copies) are required for reimbursement. Approval is valid for 30 days from the date the firm has received written BOWD approval. Submissions are not allowed for similar requests once a previous request has become null and void. Proof of payment includes receipts and/or processed check or credit card payment. Proper documentation must be attached. Allow up to 30 calendar days for approval processing, and 30 days for reimbursement from the date all required documentation is received.

I agree to these terms and agree to submit authentic quotes, invoices, and/or proof of payment documentation. I understand that any fraudulent activity to acquire government funds from this program may result in legal action.

Print Name	Title
Signature	Date



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Seminar, Training, and Conference Registration

Event Name	Event Date
Event Sponsor Name and Phone	Event Location
Event Website	Total Cost
Name and Position of Person(s) attending from your company (attach additional sheets if necessary)	

Technology

Software Name	Quantity
Software Website	Total Cost \$

License, Certification, and Membership Fees

Name of Association	License/Certification/ Membership Type
Association Website	Total Cost \$

Other

Description of Good/Service	Vendor Name
Vendor Website	Total Cost \$

Direct questions to (804) 328-3002.



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Grand Total Submitted on this Request Form

DBE Firm	Total Cost Submitted for Reimbursement \$
Print Name	Title
Signature	Date

BOWD CENTER STAFF USE ONLY		
Approved	Not Approved	Total Amount Approved \$ _____
Comments:		
Signature	Date	