

REPORTING SCHEDULE

Reporting of DBE (MBE/WBE) requires a community to submit a report two times a year. Once a community procures a contractor and has Bid Approval they are placed on the recipient list. When a project has been completely bid they may put in area **6**.

Comments of their 5700-52A form : “FINAL REPORT”. They will then be taken off the recipient list and bids will be considered final.

The reporting period is:

1 st Half	October 1 through March 31
2 nd Half	April 1 through September 30

IDEM will mail out a reminder one month prior to the reporting period.

Quarter	Reminder Sent	Due Date
1 st	March 15 th	April 15 th
2 nd	September 15 th	October 15 th