



# Business Opportunity & Workforce Development Center

## Financial 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 of VDOT federally-aided projects.

The supportive services funds are allocated to enhance the growth and development of DBE firms particularly in the highway construction industry. The following guidelines ensure efficient processing and offerings of requests for supportive services.

### Qualification

DBE certified firms 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 work with BOWD Center Staff to develop a business plan through the BOWD Center's financial reimbursement component
- Submit the Bid Activity Report, that will be provided by a BOWD representative
- Complete Financial Assistance Request Form and submit no less than 30 days prior to date of activity
- Attach supporting documentation that reflects relevant costs (i.e., registration cost, lodging, product cost, travel, etc.) Forward Financial Assistance Request Form to [BowdCenter@vdot.virginia.gov](mailto:BowdCenter@vdot.virginia.gov) for approval
- BOWD Center will provide written notification of approval or denial 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 reimbursement for financial assistance requests on a case by case basis, subject to staff approval. All financial 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.

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



## Virginia Department of Transportation BOWD CENTER FINANCIAL ASSISTANCE REQUEST FORM

Instructions: Please complete all sections of this form. It may be typed or handwritten. **Pre-approval is required prior to purchase.**

1. Date:
2. DBE Firm:
3. Submitted by:
4. DBE Certification # :  
(REQUIRED -If # unknown, visit <https://directory.sbsd.virginia.gov/%23/directory>)
5. DBE Address:
6. Phone (Mobile):
7. Email:
8. Position within the company:
9. Detail the specific need for the item(s) you are requesting (attach additional sheets if necessary).

10. **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 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. **DO YOU AGREE TO THESE TERMS?**  Yes  No

Print Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Conference or Training Registration	\$	Technology <i>Type of Software:</i> _____ <i>Quantity:</i> _____	\$
License / Certification	\$	Lodging Name of Hotel: Hotel Ph #:	\$
** Other	\$	Transportation	\$
* * Other	\$	* * If "other" name and describe item(s) here:	
<b>TOTAL: \$</b>			

Date of event: \_\_\_\_\_ Location: \_\_\_\_\_  
Name of event sponsor: \_\_\_\_\_ Sponsor phone: \_\_\_\_\_  
Name person(s) attending: \_\_\_\_\_ Position within company: \_\_\_\_\_  
Website pertaining to event: \_\_\_\_\_

\* Attach documentation before faxing to (804) 328-3031. Direct questions to (804) 328-3002.

BOWD CENTER STAFF USE ONLY	
(circle one) <b>Approved</b> <b>Not approved</b>	\$ _____ <b>Total amount approved</b>
<b>BOWD CENTER COMMENTS:</b>	
<b>Signature:</b> _____	<b>Date:</b> _____
<i>revised 12/30/14</i>	