



Illinois Department of Transportation

Office of Business & Workforce Diversity
2300 South Dirksen Parkway / Springfield, Illinois 62764

DBE SUPPORTIVE SERVICES REIMBURSEMENT PROGRAM CHECKLIST

THIS PROGRAM DOES NOT GUARANTEE REIMBURSEMENT OF EXPENDITURES. THE CHECKLIST IS A TOOL TO ASSIST FIRMS WHO ARE SEEKING REIMBURSEMENT FROM THIS PROGRAM. REVIEW INITIAL PROCESSES, APPROVED CATEGORIES AND REQUIRED DOCUMENTATION TO ENSURE A COMPLETE SUBMISSION.

INITIAL STEPS FOR REIMBURSEMENT	
	Submit W-9 to The Bureau of Small Business Enterprises to DOT.SupportiveServices@illinois.gov with 1 st reimbursement request and supporting documentation required (see Table 2).
	<i>CALL the Illinois Comptroller to enroll in direct deposit (217) 557-0930 after receiving your paper check from IDOT.</i>
	Must be an IDOT Certified DBE To verify if you are certified by IDOT you can contact (217) 782-5490
	The purchase was made after October 1, 2016

***ANY FIRM WHO SUBMITS REIMBURSEMENT DOCUMENTATION WITHOUT A W-9 AND IS NOT ALREADY APPROVED WITH THE COMPTROLLER WILL BE REJECTED FOR REIMBURSEMENT.**

APPROVED CATEGORIES & REQUIRED DOCUMENTATION		
CATEGORY	DOCUMENTATION	LIMIT
Association Membership Cost	Receipt of purchase, copy of membership acceptance, contact info to verify membership	\$500
*Training or Certification Cost	Receipt and/or account statement showing costs incurred and paid; an official grade notice showing evidence of satisfactory completion; a copy of certification earned.	\$500
**Website, Cap. Statement, or Logo	Receipt of purchase, URL for website, and copy of materials for cap. Statement or Logo	\$1500
Audited Financial Statement Cost	Receipt of payment, contact info to verify services rendered.	\$500
Estimating Software Cost	Receipt of purchase with order number, estimating software description, contact information to verify purchase.	\$1000
**Accounting Software Cost (must include payroll component)	Receipt of purchase with order number, accounting software description, contact information to verify purchase.	\$300

**Must be related to certified work category ** If approved DBE Vendor is utilized*

DBE Vendor for website must be certified in the IL UCP in Web Design at the time services were rendered and remain certified at the time of requested reimbursement. DBE Vendor for Capability Statement and Logo must be certified in the IL UCP in Graphic Design at the time services are rendered and remain certified at the time of requested reimbursement. **Firms should verify specialty in IL UCP Directory prior to or calling SBE at 217-782-5490.**