

DIVISION OF MASS TRANSPORTATION

INSTRUCTIONS FOR COMPLETING THE TWICE YEARLY DISADVANTAGED BUSINESS ENTERPRISE REPORTING REQUIREMENTS

Division of Mass Transportation (DMT) subrecipients of Federal Transit Administration (FTA) funds must report on Disadvantaged Business Enterprises (DBE) participation in their contracting opportunities. Twice yearly subrecipients must submit a completed Awards/Commitments and Actual Payments spreadsheet. The spreadsheets are due to the transit program representative on April 15 for the period of October 1 to March 31 and October 15 for the period of April 1 to September 30.

AWARDS/COMMITMENTS AND ACTUAL PAYMENTS

Use the Awards/Commitments spreadsheet to report contract awards or commitments made to contractors and subcontractors, including awards for multi-year contracts. Use the Actual Payments spreadsheet to report prime contracts and subcontracts completed and paid.

Report all capital and operating assistance contracts awarded or committed to contractors or subcontractors and subsequent payments.

Note: Subrecipients receiving operating assistance must report all awards or commitments and payments paid from the operating assistance budget funded in part by federal funds received through DMT. For example, Timely Transit Provider receives operating assistance through DMT. Timely Transit Provider has a contracting opportunity for a new marketing plan. The successful contractor will be paid from the operating assistance budget. This contract must be included in the report. A second tier contract opportunity must be reported. As an example a subrecipient contracts out their transportation services. That contractor has a contract with a marketing plan. That must be reported.

COMPLETING THE SPREADSHEETS

- A. Enter the agency's complete name.
- B. DBE Liaison Officer should be the same as identified in the *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement*.
- C. Enter the submission date.
- D. Check the appropriate box indicating the reporting period for the information provided.
- E. Identify FTA Section grant that was awarded before each contractor/subcontractor.
- F. List the Standard Agreement number for each grant.
- G. List the name(s) of the contractor(s) or subcontractor(s). Also indicate if the contract is a prime contract (P) or subcontract (S).
- H. Types of contracts include but are not limited to third party provider, professional consultant services, construction, purchase of materials or supplies, or lease or purchase of equipment.
- I. Is the Contractor/Subcontractor is a certified DBE? Enter yes (Y) or no (N).
- J. Please identify the Ethnicity and Gender group listed in the Legend on the spreadsheet.
- K. Enter the DBE certification number of DBE contractors and subcontractors. Number must be Provided for each DBE.
The DBE certification number can also be found: http://www.dot.ca.gov/hq/bep/find_certified.htm
- L. Enter the total amount of the contract or subcontract.

If you required additional information, please contact Tracey Frost at (916) 654-8222 or Tracey_Frost@dot.ca.gov.