

DIVISION OF MASS TRANSPORTATION

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REPORTING FORM INSTRUCTIONS

Subrecipients of the Division of Mass Transportation (DMT) Federal Transit Administration (FTA) funds must report on Disadvantaged Business Enterprises (DBE) participation in their contracting opportunities. DBE requirements must be met when funds are used in whole or part to finance procurement and contracts of non-vehicle products and services. If a third party contracting opportunity is identified, you must abide by the third-party contracting requirements.

Two reporting forms are used to report your contracting activities:

1) AWARDS/COMMITMENTS FORM

Use the Awards/Commitments form to report contract awards or commitments made to contractors, subcontractors, or vendors, including awards for multi-year contracts. Include capital, operating, and mobility management projects. Do not include vehicle procurements; these are reported by the manufacturer to FTA. This form should be submitted with your bid package, or when you have received a notification of funding.

2) ACTUAL PAYMENTS FORM

Use the Actual Payments form to report payments to contractors, subcontractors, or vendors made during the reporting period. Include capital, operating, and mobility management projects. Do not include vehicle procurements; these are reported by the manufacturer to FTA. This form should be submitted with your reimbursement request.

COMPLETING THE FORMS

- A. Enter the agency's complete name.
- B. Enter the DBE Liaison Officer's name and telephone number. This should match the individual identified in the *Disadvantaged Business Enterprise Race-Neutral Implementation Agreement*.
- C. Enter the report submission date.
- D. Check the appropriate box indicating the reporting period for the information provided.
- E. Identify the FTA Section Grant; i.e., 5310, 5311, ARRA 5311, 5316, 5317.
- F. List the Standard Agreement number for each grant.
- G. Enter the Standard Agreement dollar amount.
- H. List the name(s) of the contractor(s), subcontractor(s), or vendor(s).
- I. Enter the types of contracts, which may include, but are not limited to third party providers, professional consultant services, construction, purchase of materials or supplies, or equipment lease or purchase.
- J. Identify if the Contractor/Subcontractor is a certified DBE by entering yes (Y) or no (N).
- K. Identify the Ethnicity and Gender group. (The Ethnicity and Gender Legend is located at the bottom left-hand corner of the form.)
- L. Enter the DBE certification number for each DBE contractor, subcontractor, or vendor. (The DBE certification number can be found at: http://www.dot.ca.gov/hq/bep/find_certified.htm.)
- M. Enter the total amount of the contract(s) or subcontract(s).

REPORT DUE DATES

April 15 -- for activities occurring between October 1 through March 31

October 15 -- for activities occurring between from April 1 through September 30

Need assistance? Contact your District Transit Representative or Headquarters Representative.