



U.S. Department
Of Transportation
**Federal Transit
Administration**

Headquarters

1200 New Jersey Ave SE
Washington, D.C. 20590

May 23, 2008

Re: June 1, 2008 Semi-Annual Reports

Dear FTA Grantee,

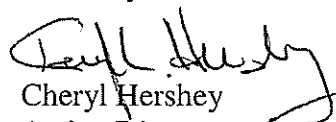
Thank you for your continued commitment to the Department of Transportation's (DOT) Disadvantaged Business Enterprise (DBE) Program. The purpose of this letter is to remind you that your Uniform Report of DBE Awards or Commitments and Payments (semi-annual report) is due June 1, 2008. An electronic copy of this report and instructions on how to complete the report can be found on FTA's DBE webpage: www.fta.dot.gov/dbe. We have also included a copy of the report form and instructions.

FTA strongly encourages all grantees to submit their semi-annual reports electronically. To submit electronically, attach a copy of your report to the Civil Rights section of your Transportation Electronic Award and Management system (TEAM) page. For more information on TEAM and how to attach files, please contact the TEAM helpdesk at: TEAM.Helpdesk@dot.gov or 1-888-443-5305.

If you attach a report to your TEAM page, please e-mail your Regional Civil Rights Officers (RCRO) to inform them that you have submitted your report. For your convenience, we have included a listing of each RCRO. For security reasons, we also suggest attaching all reports as .pdf files. Alternatively, you may e-mail a copy directly to your civil rights officer.

If you have any questions or concerns regarding your semi-annual report responsibilities, please contact your Regional Civil Rights Officer. Thank you for your continued efforts to ensure compliance with this important regulation.

Sincerely,


Cheryl Hershey
Acting Director
Office of Civil Rights

Enclosures (3)

FTA Regional Civil Rights Officers

Region	RCRO	Phone Number	E-mail
1	Margaret Griffin	(617) 494-2397	Margaret.Griffin@dot.gov
2	John Prince	(212) 668-2179	John.Prince@dot.gov
3	Deborah Haines	(215) 656-7255	Deborah.Haines@dot.gov
4	Frank Billue	(404) 865-5628	Frank.Billue@dot.gov
5	Dwight Sinks	(312) 353-3770	Dwight.Sinks@dot.gov
6	William Jones	(817) 978-0558	William.Jones@dot.gov
7	Thomas Harris	(816) 329-3928	Thomas.Harris@dot.gov
8	Rebecca Tanrath	(720) 963-3313	Rebecca.Tanrath@dot.gov
9	Derrin Jourdan	(415) 744-2729	Derrin.Jourdan@dot.gov
10	Monica McCallum	(206) 220-4462	Monica.McCallum@dot.gov

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

Please refer to the instructions sheet for directions on filling out this form

1. Submitted to (check only one): FHWA FAA FTA--Vendor Number _____

2. AIP Numbers (FAA Recipients Only): _____

3. Federal fiscal year in which reporting period falls: FY _____
 4. Date This Report Submitted: _____

5. Reporting Period: Report due June 1 (for period Oct. 1-Mar. 31) Report due Dec. 1 (for period April 1-Sept. 30) FAA annual report due Dec. 1

6. Name and address of Recipient: _____

7. Annual DBE Goal(s): Race Conscious Goal _____ % Race Neutral Goal _____ % OVERALL Goal _____ %

AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts committed during this reporting period)	A	B	C	D	E	F	G	H	I
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8. Prime contracts awarded this period									
9. Subcontracts awarded/committed this period									
TOTAL									

DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD--BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D	E	F	G	H	
	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Other (i.e. not of any other group listed here)	TOTALS (for this reporting period only)	Year-End TOTALS
10. Total Number of Contracts (Prime and Sub)									
11. Total Dollar Value									

ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E
	Number of Prime Contracts Completed	Total Dollar Value of Prime Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percentage of Total DBE Participation
12. Race Conscious					
13. Race Neutral					
14. Totals					

15. Submitted by (Print Name of Authorized Representative) _____

16. Signature of Authorized Representative _____

17. Phone Number: _____

18. Fax Number: _____

APPENDIX B TO PART 26—UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS FORM

INSTRUCTIONS FOR COMPLETING THE UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS

1. Indicate the DOT Operating Administration (OA) that provides your Federal financial assistance. If assistance comes from more than one OA, use separate reporting forms for each OA. If you are an FTA recipient, indicate your Vendor Number in the space provided.
2. If you are an FAA recipient, indicate the relevant AIP Numbers covered by this report. If more than six, attach a separate sheet.
3. Specify the Federal fiscal year (i.e., October 1 - September 30) in which the covered reporting period falls.
4. State the date of submission of this report.
5. Check the appropriate box that indicates the reporting period that the data provided in this report covers. If this report is due June 1, data should cover October 1 - March 31. If this report is due December 1, data should cover April 1 - September 30. If this report is due to the FAA, data should cover the entire year.
6. Name of the recipient.
 7. State your annual DBE goal(s) established for the Federal fiscal year of this report to be submitted to and approved by the relevant OA. Your Overall Goal is to be reported as well as the breakdown for specific Race Conscious and Race Neutral Goals (both of which include gender-conscious/neutral goals). The Race Conscious Goal portion should be based on programs that focus on and provide benefits only for DBEs. The use of contract goals is a primary example of a Race Conscious measure. The Race Neutral Goal portion should include programs that, while benefiting DBEs, are not solely focused on DBE firms. For example, a small business outreach program, technical assistance, and prompt payment clauses can assist a wide variety of businesses in addition to helping DBE firms.
 - 8-9. The amounts in items 8(A)-9(I) should include all types of prime contracts awarded and all types of subcontracts awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. All dollar amounts are to reflect only the Federal share of such contracts, and should be rounded to the nearest dollar.
 - 8(A). Provide the total dollar amount for all prime contracts assisted with DOT funds that were awarded during this reporting period.
 - 8(B). Provide the total number of all prime contracts assisted with DOT funds that were awarded during this reporting period.
 - 8(C). From the total dollar amount awarded in item 8(A), provide the dollar amount awarded to certified DBEs during this reporting period.
 - 8(D). From the total number of prime contracts awarded in item 8(B), specify the number awarded to certified DBEs during this reporting period.
 - 8(E). From the total dollars awarded in 8(C), provide the dollar amount awarded to DBEs through the use of Race Conscious methods. See the definition of Race Conscious Goal in item 7 and the explanation of project types in item 8 to include in your calculation.
 - 8(F). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Conscious methods.
 - 8(G). From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to certified DBEs through the use of Race Neutral methods. See the definition of Race Neutral Goal in item 7 and the explanation of project types in item 8 to include.
 - 8(H). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Neutral methods.
 - 8(I). Of all prime contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.
 - 9(A)-9(I). Items 9(A)-9(I) are derived in the same way as items 8(A)-8(I), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed.
 - 10(A)-11(I). For all DBEs awarded prime contracts and awarded or committed subcontracts as indicated in 8(C)-(D) and 9(C)-(D), break the data down further by total dollar amount as well as the number of all contracts going to each ethnic group as well as to non-minority women. The "Other" category includes those DBEs who are not members of the presumptively disadvantaged groups already listed, but who are determined eligible for the DBE program on an individual basis (e.g. a Caucasian male with a disability). The TOTALS value in 10(H) should equal the sum of 8(C) plus 9(C), and similarly, the TOTALS value in 11(H) should equal the sum of 8(D) plus 9(D). Column I should only be filled out if this report is due on December 1, as indicated in item 5. The values for this column are derived by adding the values reported in column II in your first report with the values reported in this second report.
 - 12(A). Provide the total number of prime contracts completed during this reporting period that had Race Conscious goals. Race Conscious contracts are those with contract goals or another Race Conscious measure.
 - 12(B). Provide the total dollar value of prime contracts completed this reporting period that had Race Conscious goals.
 - 12(C). Provide the total dollar amount of DBE participation on all Race Conscious prime contracts completed this reporting period that was necessary to meet the contract goals on them. This applies only to Race Conscious prime contracts.
 - 12(D). Provide the actual total DBE participation in dollars on the race conscious prime contracts completed this reporting period.
 - 12(E). Of all the prime contracts completed this reporting period, calculate the percentage of DBE participation. Divide the actual total dollar amount in 12(D) by the total dollar value provided in 12(B) to derive this percentage. Round to the nearest tenth.
 - 13(A)-13(E). Items 13(A)-13(E) are derived in the same manner as items 12(A)-12(E), except these figures should be based on Race Neutral prime contracts (i.e. those with no race conscious measures).
 - 14(A)-14(E). Calculate the totals for each column by adding the race conscious and neutral figures provided in each row above.
15. Name of the Authorized Representative preparing this form.
16. Signature of the Authorized Representative.
17. Phone number of the Authorized Representative.
18. Fax number of the Authorized Representative.

**Submit your completed report to your Regional or Division Office.