



DISADVANTAGED BUSINESS ENTERPRISE

DBE Reporting

PTN – April 2019

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DBE IS A FEDERAL REQUIREMENT

The Disadvantaged Business Enterprise Program regulations are outlined in the:

49 CFR 26

43 T.A.C. §9 Subchapter J

Contact your PTC for Assistance



Uniform Report of DBE Commitments / Awards and Payments must be reported Semi-Annually to Federal Transit Administration

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REPORT PERIODS AND DEADLINES

Complete a semi-annual DBE report according to the following schedule:

Semi-Annual Period	Agency Report Due to PTC	PTC Report Due to PTN HQ
Oct. 1 - March 31	April 30	May 8
April 1 - September 30	October 30	November 8

GOODS & SERVICES

Do Not Report Purchases From:			Report Purchases Made For:		
			GOODS		
Cities	Counties	Rural Transit Districts	Fuel/Lubricants	Vehicle Parts/Tires	Tools/Equipment
COGs	MPOs	States	Shop Supplies	Office Supplies	Radios
Universities	Non-Profit Entities	Not for Profile Insurance Company	SERVICES		
Made strictly with state or local funds			Private Insurance	Rental-Equip	Travel/Hotels
Do Not Report Purchases for Vehicles			Professional Services	Drug & Alcohol	Advertising

Race Conscious or Race Neutral

Difference is:

Race-Conscious = Contract Specific DBE Goal

Race-Neutral = NO Contract Specific DBE Goal

To date:
PTN has only required
Contract Specific DBE
goals on specific
construction projects

Most Awards and Payments
will be entered into eGrants
as Race Neutral

WHERE TO REPORT?

Complete DBE Report in the PTN eGrants System

TEXAS DEPARTMENT OF TRANSPORTATION

eGrants Home

Welcome to eGrants

TxDOT's eGrants allows you to create and submit grant proposals, manage grant projects, and submit performance reports and requests for reimbursement.

NOTE: This is the login page for Aviation (AVN), Public Transportation (PTN), and Research and Technology Implementation (RTI) eGrants. Information about Traffic Safety eGrants can be found [here](#).

Login
Username
Password

[Forgot Password?](#)

Grantees need to start the DBE report by opening the “Opportunities” and initiating the DBE report.

If you have trouble finding your DBE report then call your PTC for assistance.

Opportunities

To apply for an item listed below, select the **Apply Now** button below each description.

Provider:

Document Instance:

Due Date (From - To): -

DBE Report Period 1 (2018)
Offered By:
Texas Department of Transportation

Administrative Requirements Availability Dates:
04/01/2018-open ended

Administrative Requirements Period:
10/01/2017-03/31/2018

Administrative Requirements Due Date:
not set

Description:

PART 1 – DBE REPORT FORM

Part 1: Amount Spent on Services, Supplies/materials, or Construction

Instruction: Enter the total amount of funding spent at businesses for the purchase of supplies/materials, service and construction during the reporting period. Only include federal FTA federal funds received from TXDOT PTN. Do not include funds that come directly from FTA, state funds, or local funds.

1. Column "Total Spent" , enter the total amount spent on all purchases with businesses made during the reporting period.
2. Column "spent on DBEs", enter the total amount spent on DBE businesses during the reporting period. Only certified DBE businesses should be counted as DBE businesses.

Amounts entered in
"Total Spent"
column is inclusive
of amounts entered
in "Spent on DBEs"
column

Part 1		
Services	Total Spent	Spent on DBEs
A. Vehicle Insurance	\$0	\$0
B. Facility Insurance	\$0	\$0
C. Other Insurance	\$0	\$0
D. Purchase of Transportation Services	\$0	\$0
E. Vehicle Repairs & Maintenance	\$0	\$0
F. Accounting/Financial Services	\$0	\$0
G. Engineering	\$0	\$0
H. Management/Operations Services	\$0	\$0
I. Office/Facility Services	\$0	\$0
J. Drug & Alcohol Services	\$0	\$0
K. Marketing	\$0	\$0
L. Other: Contract Labor	\$0	\$0
Services Sub-Total	\$0	\$0
Supplies/Materials	Total Spent	Spent on DBEs
A. Fuel	\$0	\$0
B. Vehicle Parts/Tires/Equipment	\$0	\$0
C. Facility Supplies	\$0	\$0
D. Office Supplies	\$0	\$0
E. Other:	\$0	\$0
Supplies/Materials Sub-Total	\$0	\$0
Construction or Facility Improvement Activities	Total Spent	Spent on DBEs
A. Construction Activities	\$0	\$0
B. Facility Improvement Activities	\$0	\$0
C. Other:	\$0	\$0
Construction or Facility Improvement Sub-Total	\$0	\$0
	Total Spent	Spent on DBEs
Grand Total Spent	\$0	\$0

PART 2 – SECTION A – AWARDS AND COMMITMENTS

Guidance: Information relevant only to *new procurements/commitments/contracts* awarded this period are reported in Section A.

	A. NEW AWARDS AND COMMITMENTS	A	B	C	D	E	F	G	H	I
	(Total contracts and subcontracts committed during this reporting period)	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	\$100,000	15	\$35,000	2			\$35,000	2	35%
9	Subcontracts awarded/committed this period	\$20,000	7	\$15,000	4	\$10,000	2	\$5,000	2	75%
10	TOTAL			\$50,000	6	\$10,000	2	\$40,000	4	50%

8A	Total Federal Funds awarded on Prime Contracts
8B	Total number of Prime Contracts awarded with Federal Funds
8C	Total Federal Funds awarded on Prime Contracts to DBEs
8D	Total number of Prime Contracts awards to DBEs with Federal Funds
8E	N/A - (Every time you award a prime contract to a DBE, that will be reported as Race Neutral)
8F	N/A - (Every time you award a prime contract to a DBE, that will be reported as Race Neutral)
8G	Total Federal Funds awarded on the Prime Contracts to DBEs using RACE NEUTRAL measures
8H	Total Number of Prime Contracts awarded to DBEs using RACE NEUTRAL measures
8I	8C (Total DBE Dollars) divided by 8A (Total Dollars)
9A	Total Federal Funds awarded on subcontracts
9B	Total Number of subcontracts awarded with Federal Funds
9C	Total Federal Funds awarded on Subcontracts to DBEs
9D	Total Number of Subcontracts awarded to DBEs with Federal Funds
9E	Total Federal Funds awarded on subcontracts to DBEs using Race Conscious measures.
9F	Total number of subcontracts awarded to DBEs using Race Conscious measures
9G	Total Federal Funds awarded subcontracts to DBEs using Race Neutral measures
9H	Total number of subcontracts awarded to DBEs using Race Neutral measures
9I	9C (Total to DBE-Dollars) divided by 9A (Total Dollars)

Note:

- Only report Federal dollars – Do not include state/local match
- For Purchase of Services Report Consistently - (e.g. Per Ride Basis)
- Awards to a DBE Prime are considered “Race Neutral”

TOTALS	
10C	8C + 9C
10D	8D + 9D
10E	10E = 9E
10F	10F = 9F
10G	8G + 9G
10H	8H + 9H
10I	10C / 8A

PART 2: SECTION B - ETHNICITY & GENDER

	A	B	C	D	E
11	DBE Business Name	Gender	Ethnicity	Amount \$	Type
11A	Input the Name of each DBE that was awarded Federal Funds during this reporting period				
11B	Input the Gender of the owner of the DBE company				
11C	Input the Ethnicity of the owner of the DBE Company				
11D	Input the amount of Federal Funds awarded to the DBE during this reporting period				
11E	Input the Type of Service (Supply/Material Dealer, Supply/Material Manufacturer, Service/Professional Service, or Construction)				

COMPARE SECTION A TO SECTION B FOR ACCURACY

Be sure that the number of DBE entities listed in Section B matches the total number reported in Section A, Cell 10D

Be sure the total aggregated amounts reported in 11D matches the total dollar amount reported in Section A, Cell 10C

PART 2: SECTION C – PAYMENTS TO ON-GOING CONTRACTS

Guidance: Contracts were awarded in a previous reporting period but not “ALL ”of the goods and/or services have been received, completed or paid for; these are ‘ongoing contracts’. (Perhaps some goods/services have been rec’d, but not ALL).

* All” orders not yet received

* “All” services not yet completed

* “All” payment not yet made

	A	B	C	D	E	F
C. PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	<i>(Prime ONLY - Both DBE & Non-DBE)</i> Total Number of Contracts	<i>(Prime Contractors ONLY)</i> Total Dollars Paid	<i>(Prime & Subcontractors)</i> Total Number of Contracts with DBEs	<i>(Prime & Subcontractors)</i> Total Payments made to DBE firms	<i>(Prime & Subcontractors)</i> Total Number of DBE firms Paid	Percent to DBEs
12 Prime and subcontracts currently in progress	30	\$700,000	10	\$93,000	5	13.3%

12A	Total number of Federally Funded prime contracts, DBE and Non-DBE, that remain active/ongoing during the reporting period. Note: This cell is only for PRIME DBE & Non DBE contractors.					
12B	Total Federal funds paid to the prime contractors for work currently being performed during the reporting period. Payments are made to the prime contractor who is obligated to promptly pay its subcontractors. Dollars reported are FTA only portion.					
12C	Total number of Federally Funded Prime DBEs and Subcontractor DBEs, that are currently performing work on during the reporting period. REMEMBER TO INCLUDE BOTH PRIME AND SUBCONTRACTS. This number is different than cell 12A where we only report Prime DBE and Non-DBE.					
12D	Total dollar amount paid to Prime DBE or Subcontractor DBE firms currently performing work on contracts during the reporting period . This is a subset of 12B.					
12E	Total number of DBE firms paid on active/ongoing contracts during this reporting period. 12E is less than or equal to 12C. (If you have a subcontractor DBE working on more than one project, you only report them once in this section.)					
	COMPARE CELLS 12C (Total Number of Prime and Subcontractor Contracts with DBEs) and 12E					
	12C = On-going /active DBE contracts (prime and subcontracts)					
	12E = Number of DBE contractors currently performing work. 12E is a subset of 12C.					
12F	12D divided by 12B. Note: You should check to see that eGrants is calculating the Percentage accurately. If not, please send an email to Kathy Baca at Kathy.Baca@TxDOT.gov.					

See example on next slide for Number of Contracts

PART 2: SECTION C – PAYMENTS TO ON-GOING CONTRACTS

Example #1: You have one on-going prime contract during the reporting period:

- 3 DBE subs working on the prime
- 12A = 1
- 12C = 3

Example #2: You have one on-going prime contract with a DBE prime during the reporting period:

- 3 DBE subs working on the DBE prime
- 12A = 1
- 12C = 4

just an
Example

REMEMBER! Include both prime AND subcontracts in 12C

PART 2: SECTION D – COMPLETED CONTRACTS

Guidance: Report awards/contracts that include payments made to Prime Contracts completed with federal funds during this reporting period.

* “All” orders are received

* “All” services are completed

* “All” payments have been made

Section D: Completed Contracts	A	B	C	D	E
TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	Number of Contracts Completed	Total Dollar Value of Contract Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
13 Race Conscious	56	\$1,000,000	\$350,000	\$275,000	27.5%
14 Race Neutral	150	\$2,500,000		\$100,000	4%
15 Totals	206	\$3,500,000		\$375,000	10.7%

13A	Total number of completed contracts using Race Conscious measures (contracts with contract-specific goals)				
13B	Total dollar value of prime contracts completed using Race Conscious measures (contracts with contract-specific goals)				
13C	Total dollar value needed to meet the contract-specific goals on the contracts completed using Race Conscious measures.				
13D	Total dollar value of DBE Participation of completed contracts using Race Conscious measures				
13E	13D divided by 13B				
14A	Total Number of contracts completed using Race Neutral measures				
14B	Total Dollars paid on contracts completed using Race Neutral measures				
14C	N/A				
14D	Total dollar value of DBE participation of completed contracts using Race Neutral measures				
14E	14D divided by 14B				

15A	13A + 14A
15B	13B + 14B
15C	N/A
15D	13D + 14D
15E	15D / 15B

PART 2: CERTIFY YOUR DBE INFORMATION

DBE Certification

You must complete the question at the bottom of Part 2 that asks if the information in Part 2 is true and correct. This also provides a very important certification attesting to the fact that the DBE company actually performed the work as reported.

We recommend you verify that the DBEs are listed on the Texas DBE database by clicking the link provided in the form. However, it may be possible that the DBE was certified at the time the work was being performed, but they're not on the list anymore. If this is the case, you need to retain the documentation that demonstrated they were certified at the time the work was performed.

If you have questions, call your PTC.

49 CFR 26 requires that Uniform Report of the DBE Awards or Commitments and Payments be acknowledged by the Authorized Representative.

I certify that the information and amounts reported above are true and correct and that the listed DBEs have performed and received payment for the above work. *

Yes No

If you cannot answer "Yes" that information you have reported is true and correct, please call your PTC or Kathy Baca at 512-486-5969.

FTA PRE-RECORDED DBE SEMI-ANNUAL TRAINING

FTA has a pre-recorded DBE Semi-Annual Training link that you can view on how to complete the Semi-Annual DBE report.

<https://connectdot.connectsolutions.com/p49ixt0cf5h/?launcher=false&fcsContent=true&pbMode=normal>

If you have problems logging on go to FTA's website training, please visit the following link and click on "Reporting DBE Participation":

<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/dbe-training>



PLEASE NOTE :
THE FTA VIDEO TRAINING
IS MORE DETAILED
THAN WHAT IS REQUIRED IN EGRANTS