



DISADVANTAGED BUSINESS ENTERPRISE

DBE Reporting

PTN – July 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

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



WHAT GETS REPORTED: GOODS & SERVICES

DO NOT Report Purchases From:			DO 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 Profit Insurance Company (TML,TPS, and TX Assoc. of Counties Pool & Risk Services)	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?

Grantees must complete DBE Report in the PTN eGrants System

How to Start:

Grantees need to open the "Opportunities" and initiate the DBE report.

PTCs:

If your agencies have trouble with the DBE report then please provide assistance.

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?](#)

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 2 (2019)
Offered By:
Texas Department of Transportation

Administrative Requirements Availability Dates:
10/01/2019-10/31/2019

Administrative Requirements Period:
04/01/2019-09/30/2019

Administrative Requirements Due Date:
not set

Description:

PART 1 – DBE REPORT FORM

GUIDANCE:

Dollars “Spent on DBEs” is a subset of the Dollars “Total Spent” column.

This is everything that was paid out during this period.

DO NOT INCLUDE:

Not for profit Insurance payments:

- Texas Municipal League (TML)
- Texas Political Subdivisions (TPS)
- Texas Association of Counties Pool & Risk Services

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 grant 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.

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 – NEW 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%

*NOTE: Contract renewals with DBEs are considered “new awards/commitments”

Only Report Federal Dollars – Awards to a DBE Prime are Considered “Race Neutral” – Only New Awards Count Toward DBE Goals

Report only Federal Funds and Only New Awards made this period

8A	Sum of the total \$ amt of all prime contracts awarded this period
8B	Sum of the total # of all prime contracts awarded this period
8C	Sum of the dollar amts awarded to prime DBEs (subset of 8A) and 8C = G8
8D	Sum of the total # of contracts awarded to DBEs who are primes (subset of 8B)
8E-8F	N/A
8G	DBE \$s to primes (same as 8C); (DBE primes are all Race Neutral)
8H	# of DBE contracts (same as 8D)
8I	System calculates %

Subcontracts

9A	Sum of total \$ amt of all subcontracts awarded this period
9B	Sum of all subcontracts awarded this period
9C	Sum of total \$ amt of new DBE subcontracts (Subset of 9A) and check E9 + G9
9D	Total # of all new DBE subcontracts (Subset of 9B) F9 + H9 = D9
9E	Total \$ amt of all DBE subcontracts awarded under a contract specific goal (Subset of 9C)
9F	Total # of new DBE subcontracts awarded under a contract specific goal (Subset of 9D)
9G	Total \$ amt of all DBE subcontracts awarded w/out a contract goal (Subset of 9C)
9H	Total # of DBE subcontracts awarded w/out a contract specific goal (Subset of 9D)
	Note: 9E+9G = 9C; 9F + 9H = 9D

Totals that tell us if we have reached DBE goal

10A - 10B	N/A-Numbers not calculated
10C	8C + 9C and check E10+G10
10D	F10 + H10
10E	10E = 9E
10F	10F = 9F
10G	8G + 9G
10H	8H + 9H
10I	10C / 8A (system calculates)

PART 2: SECTION B - ETHNICITY & GENDER

B: Ethnicity and Gender of New Commitments Made or Contracts Awarded This Reporting Period					
	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)				

Remember only new awards count toward the DBE goal

Section B: Ethnicity and Gender of New Commitments Made			Section A: New Awards and Commitments	
Count the number of DBEs in 11A		Should be same as	10D	Total # of DBEs
11D	Total Amount (\$)		10C	Total \$ to DBEs

Part 2: Section A & B Example

Example 1:

Prime (Fashion Transit) was hired for construction of a new facility \$ 1,000,000. This contract has a DBE specific goal .

Fashion Transit hired a subcontractor, Fast Trax, who is a non-minority female owned DBE, for \$90,000 to build a fence around the new facility. There were some issues drilling post holes because of rocks on the property where fencing needed to be placed so Fast Trax hired a drilling company, Dig Deep, to dig post holes for \$10,000. Dig Deep is a DBE minority owned business.

This would be reported as:

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	\$1,000,000	1	\$0	0			\$0	0	0%
9 Subcontracts awarded/committed this period	\$90,000	2	\$90,000	2	\$90,000	2	\$0	0	100.00%
10 TOTAL			\$90,000	2	\$90,000	2	\$0	0	9.00%

B: ETHNICITY AND GENDER OF NEW COMMITMENTS MADE OR CONTRACTS AWARDED THIS REPORTING PERIOD					
	A	B	C	D	E
DBEs can be verified HERE	DBE Business Name	Gender	Ethnicity	Amount \$	Type
	Fast Trax	Women	Non-Minority	\$80,000	Service/Professional Services
	Dig Deep	Men	Hispanic American	\$10,000	Service/Professional Services

Part 2: Section A & B Example

Example 2:

Prime (Fun Rides) was contracted to provide transit service in three counties - \$250,000 awarded this period.

Fun Rides subcontracted with Sunshine Travels (DBE) to provide purchase of service for \$5,000 per month with a total contract of \$ 30,000 for six months.

This would be reported as:

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	\$250,000	1	\$0	0			\$0	0	0%
9 Subcontracts awarded/committed this period	\$30,000	1	\$30,000	1	\$0	0	\$30,000	1	100.00%
10 TOTAL			\$30,000	1	\$0	0	\$30,000	1	12.00%

B: ETHNICITY AND GENDER OF NEW COMMITMENTS MADE OR CONTRACTS AWARDED THIS REPORTING PERIOD					
	A	B	C	D	E
DBEs can be verified HERE	DBE Business Name	Gender	Ethnicity	Amount \$	Type
	Sunshine Travels	Women	Non-Minority	\$30,000	Service/Professional Services

Part 2: Section A & B Example

Example 3:

Prime (Big Time Transit) was awarded a contract for this period to construct a new facility \$1,000,000 and was told they have a contract specific goal. The contract also states that the transit agency must also provide transit service in three counties for \$250,000 for six months.

Big Time Transit contracted Fashion Transit as a subcontractor to construct the facility for \$600,000 with a DBE specific goal of 4%.

Big Time Transit contracted Fun Rides (DBE) as a subcontractor to provide purchase of service for \$5,000 per month with a total contract of \$ 30,000 for six months.

This would be reported as:

A: NEW AWARDS AND COMMITMENTS									
	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	\$1,000,000	1	\$0	0		\$0	0	0%
9	Subcontracts awarded/committed this period	\$630,000	2	\$630,000	2	\$600,000	\$30,000	1	100.00%
10	TOTAL		\$630,000	2	\$600,000	1	\$30,000	1	63.00%

B: ETHNICITY AND GENDER OF NEW COMMITMENTS MADE OR CONTRACTS AWARDED THIS REPORTING PERIOD					
	A	B	C	D	E
	DBE Business Name	Gender	Ethnicity	Amount \$	Type
11	DBEs can be verified HERE				
	Fashion Transit	Med	American Hispanic	\$600,000	Service/Professional Services
	Fund Rides	Women	Non-Minority	\$30,000	Service/Professional Services

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

Guidance: Contracts awarded in this reporting period or a previous reporting period only some of the goods and/or services have been received and 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

C: PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A	B	C	D	E	F
	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments made to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
12 Prime and subcontracts currently in progress	30	\$700,000	10	\$93,000	8	13.30%



(Prime Contracts Only both DBE & Non-DBE) (Prime Contractors ONLY) (Prime & Subcontracts) (Prime & Subcontractors) (Prime & Subcontractors)

Contract is not Completed	
12A	Total # PRIME ONLY - Active DBE and Non-DBE Prime Contracts
12B	Total Fed Dollars paid to PRIME Contractors – Prime is obligated to pay Subcontractors. Payments made on Prime Contracts with contracts that are not complete
12C	Prime and Subcontractor that are DBEs and currently performing work during this period. On-going / Active DBE Contracts (DBE Prime and Subcontracts)
12D	Total Payments paid to DBE firms performing work 18D is a subset of 18B.
12E	Subset of 12C (Less than or equal to) Prime and Subcontractors DBEs active and on-going only
12F	12D / 12B - eGrants should calculate this

Example:

- One DBE firm hired two other DBE firms. All three DBE firms were paid this reporting period.
- Five DBE firms that did not have any DBE Subcontracts were paid this reporting period.

1+2+5 = 8 Total Number of DBE firms paid

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	27.50%
14	Race Neutral	150	\$2,500,000		\$100,000	4.00%
15	Totals	206	\$3,500,000		\$375,000	10.70%

Contract is Complete	
15A	13A + 14A
15B	13B + 14B
15C	N/A
15D	13D + 14D
15E	15D / 15B

Contracts Completed	Do I report in D?	
	Yes	No
Subcontractors Only		X
Prime & Subcontractors*		X

* **ONLY** report in Section D when **ALL WORK** is completed. This means all the Prime and the Subcontractors are complete and the total dollar value of contract completed work (B15) is the same as the original award amount.

Only Complete Section D if all work has been completed by both the Prime and Subcontractor.

NOTE:

15D – Total Dollar Value of Contract Completed should be the original awarded amount reported in Section A8 in previous reporting period.

Note: The agency may have reported payments in Section C in a previous reporting period and it is okay. In other words, this may look like a duplicate and it is ok.

PART 2: CERTIFY YOUR DBE INFORMATION

DBE Certification

CERTIFY DBE Reports (Part 1 & 2)

The agency must verify that the DBE they selected is listed on Texas DBE database. Check to see if the DBE listed is on the Texas DBE database.

If the agency did not certify the document, PTC has the option to write an IAP with the Guidance - 49 CFR 26 - Required to Certify DBE Awards, Commitments and Payments.

PTC must assist agencies with questions.

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

The agency must click here



FTA PRE-RECORDED DBE SEMI-ANNUAL TRAINING

FTA has a pre-recorded DBE Semi-Annual Reporting 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