Instructions for filling out the DBE Report form:

1. Provide name and address of your subrecipient agency.

2. Select semiannual or ARRA from the menu.

3. Select the Federal Fiscal Year (FFY) in which the covered reporting period falls (i.e., October 1, 2015 – September 30, 2016 is referred to as FFY 2016).

4. Select the appropriate reporting period that the data provided in the report covers –
    Semiannual: Oct 1 through Mar 31 – due May 1; Apr 1 through Sep 30 – due Nov 1.
    ARRA Quarterly: Jul 1 through Sep 30 – due Nov 1
                           Oct 1 through Dec 31 – due Feb 1
                           Jan 1 through Mar 31 – due Jun 1
                           Apr 1 through Jun 30 – due Aug 1

5. Contracts Awarded :
    Provide the total dollar amount for all contracts assisted with FTA funds that were **awarded** during this reporting period. *The amount should include all types of 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 the Federal share of such contracts, and should be rounded to the nearest dollar.*
    Provide the total number of all contracts assisted with FTA funds that were awarded during the reporting period.

6. DBE Vendors: Provide the name of the certified DBE vendor(s) you have awarded contracts during the reporting period.

7. From the total dollar amount awarded provide the dollar amount awarded to certified DBEs during the reporting period.

8. From the total number of contracts awarded specify the number awarded to certified DBEs during the reporting period.

9. Percent of DBE participation will be automatically calculated.

10. Approval: Check the box or sign to certify authorized representative and accuracy of data.

11. Name and title of the Authorized Representative preparing this form.

12. Enter date of submission.

13. Phone number of the Authorized Representative.

14. Submit by or before due date. (Electronic submission is preferred.)