



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

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REGION 10 BULLETIN NO: 07-05

SUBJECT: FTA Civil Rights Programs and Reports Submittal Changes

PROGRAM AREAS: Civil Rights/Grants Management

DATE: February 22, 2007

Effectively immediately, we are changing our civil rights programs and reports submittal process so that we can continue to timely process your grants. Every Federal Transit Administration (FTA) grant is required to have civil rights approval. If our resident Civil Rights Officer, Herman Payton, is not available, we must use another regional or headquarters Civil Rights Officer and they must have access to your Civil Rights programs and reports. Herman Payton announced he will be retiring March 3, 2007, and there will be a time gap before he will be replaced. Therefore, we are changing our submittal procedures so your grants can be processed for Civil Rights (CR) concurrence anywhere in the country.

You will continue to submit your CR programs and reports in hard copy to the FTA Region 10 office as you have in the past. However, we are also asking you to attach your 2007 programs, goals and reports into the Transportation Electronic Award and Management (TEAM) system. This procedural change will allow any Civil Rights Officer in the country to review the submitted documents and approve your grant.

CHANGES REQUIRED:

On the TEAM main menu click on Recipients, insert your Recipient ID: on the Recipient Details bar on the far right hand side, click on the paper clip. Attach your documents under the Civil Rights caption (see screen below). Every grantee is not required to submit every document. Please refer to the appropriate guidance to determine which documents you must submit. Basic requirements have not changed. Below is a comprehensive list of all possible required documents. Please attach the appropriate documents with the following nomenclature:

1. Equal Employment Opportunity (EEO) Program (insert period program is effective i.e. 12-31-04/12-31-07).
2. Title VI (insert period program is effective i.e. 12-31-04/12-31-07).
3. Disadvantaged Business Enterprise (DBE) Program (this is a one time submittal which has already been submitted unless you are a new FTA grantee. You may need to submit a new program if you have major program changes).

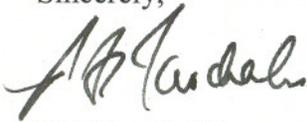
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4. DBE Annual Goal (insert period goal is effective)
5. DBE semi-annual Report (insert semi-annual date).

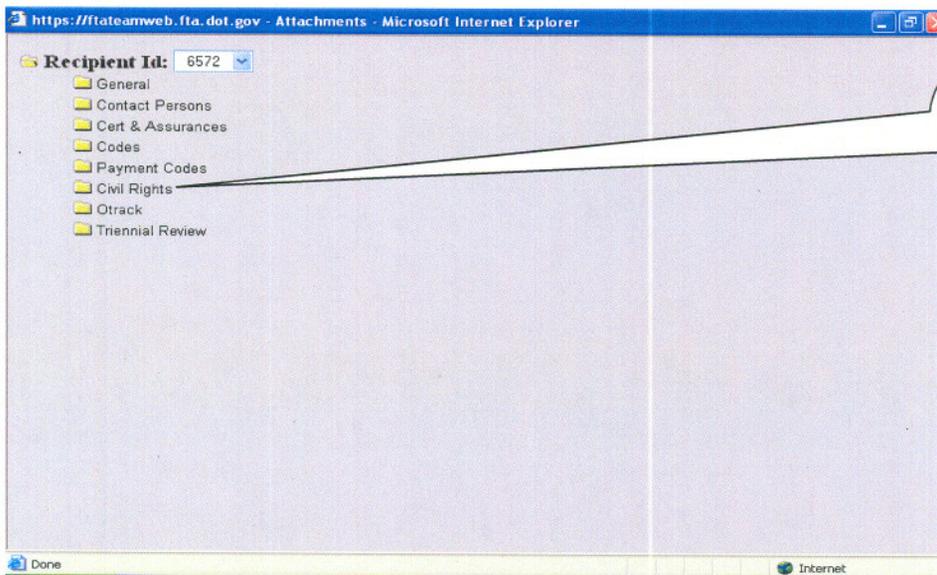
Notify your grant representative and Deborah Ensor via email that these documents are attached in TEAM.

Thank you for your cooperation on this procedural change. If you have procedural questions on how to attach the documents, please contact your grant representative. If you have questions on civil rights issues please contact your grant representative. .

Sincerely,



R.F. Krochalis
Regional Administrator



Attach your Civil Rights Documents here.