



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

Headquarters

1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Colleague:

As you will recall, Deputy Transportation Secretary Porcari and FTA Administrator Rogoff reached out last summer for your assistance in improving the level of participation among small and disadvantaged business enterprises (DBE) on projects funded through the American Recovery and Reinvestment Act (ARRA).

At that time, we asked you to begin identifying and verifying DBE participation on ARRA projects funded by the FTA and to submit that information along with other required semi-annual reports.

I'm writing to let you know that we're streamlining this important reporting function to help ensure timely, accurate submissions. Specifically, beginning in 2011, you can file DBE reports through FTA's web-based TEAM system, with which you are already familiar. (A TEAM user access form is enclosed.) Using TEAM will save time and paperwork, as you'll be able to submit both the ARRA-specific DBE reports as well as the semi-annual Uniform Report of DBE Commitments/Awards and Payments. These reports will use the same format found in Appendix B of DOT's DBE regulations, and their submission calendars will be as follows: ARRA DBE reports are to be submitted when 1512 reports are due (see enclosed schedule), while the semi-annual DBE reports will continue to follow the June 1/December 1 schedule established by the DBE regulations. The TEAM-based submissions will begin with the reports for the second quarter, but FTA will accept paper submissions for the upcoming January reporting deadline. Once your reports are submitted, you'll receive e-mail status updates notifying you when they have been approved or returned for modifications.

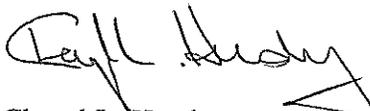
To ensure this streamlined approach is a success, I strongly urge you to designate your current DBE Liaison Officer as the one responsible for submitting both the ARRA-specific

DBE reports and the Uniform Report, unless circumstances dictate otherwise. In any case, a consistent designee must be charged with submitting and certifying the reports on behalf of your agency.

I am confident this streamlined approach will help to continue monitoring this very important activity. Our preliminary data indicate that over 12 percent of FTA's ARRA contracts have gone to DBE firms. That's an outstanding achievement. You should be proud of your role in helping so many small businesses to realize the American Dream and contribute to a bright transportation future for all of us.

As always, FTA stands ready to assist you in this important effort. If we can provide further information or assistance, please feel free to contact your Regional Administrator or your regional FTA Civil Rights officer.

Sincerely Yours,



Cheryl L. Hershey

Attachments

Cc: Regional Administrators
Regional Civil Rights Officers

ARRA DBE Reporting Schedule FY 2011 and beyond...

1st Quarter – October 1, 2010 to December 31, 2010 due January 10, 2011

2nd Quarter – January 1, 2011 to March 31, 2011 due April 10, 2011

3rd Quarter – April 1, 2011 to June 30, 2011 due July 10, 2011

4th Quarter – July 1, 2011 to September 30, 2011 due October 10, 2011

Note – Continue to report on a quarterly basis until all ARRA funded contracts are completed at the times established above.