

Example of how MPOs/RPAs should report expenditures

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS													
Please refer to the instruction sheet for directions on filling out this form													
1	Submitted to (check only one)		<input type="checkbox"/> FHWA		<input type="checkbox"/> FAA		<input checked="" type="checkbox"/> FTA - Recipient ID Number						
2	AIP Numbers (FAA Recipients); Grant Number (FTA Recipients):												
3	Federal Fiscal year in which reporting period falls				4. Date This Report Submitted:								
5	Reporting Period		<input type="checkbox"/> Report due June 1 (for period Oct 1-Mar 31)		<input type="checkbox"/> Report due Dec 1 (for period April 1-Sep 30)		<input type="checkbox"/> FAA annual report due Dec 1						
6	Name and address of agency reporting to State DOT:												
7	Annual DBE Goal(s):		Race Conscious Projection:		Race Neutral Projection:		OVERALL Goal:						
Awards/Commitments this Reporting Period													
A	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	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	Supplies - \$480 Rental car - \$200 Telephone - \$192 Prime consultant - \$64,000	Supplies - 1 Rental car - 1 Telephone - 1 Consultant - 1	\$ -	0			Rental car - \$200	Rental car - 1				
9	Subcontracts awarded/committed this period	Subconsultant - \$16,000	Subconsultant - 1	\$ -	0	\$ -	0	Subconsultant - \$16,000	Subconsultant - 1				
10	TOTAL												
B	BREAKDOWN BY ETHNICITY & GENDER	A			B			C					
		Total to DBE (dollar amount)						Total to DBE (number)					
		Women		Men		Total		Women		Men		Total	
11	Black American	Rental car - \$200	\$ -	\$ -	Rental car - 1	0							
12	Hispanic American	\$ -	Subconsultant - \$16,000	\$ -	0	Subconsultant - 1							
13	Native American	\$ -	\$ -	\$ -	0	0							
14	Asian-Pacific American	\$ -	\$ -	\$ -	0	0							
15	Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0							
16	Non-Minority	\$ -	\$ -	\$ -	0	0							
17	TOTAL	\$ -	\$ -	\$ -	0	0							
Payments Made this Period													
C	PAYMENTS ON ONGOING CONTRACTS	A	B	C	D	E	F						
		Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs						
18	Prime and subcontracts currently in progress	Telephone - 1 Health insurance - 1 Consultant - 1 Subconsultant - 1	Telephone - \$48 Health insurance - \$800 Consultant - \$8,000 Subconsultant - \$1,600	Subconsultant - 1	Subconsultant - \$1,600	Subconsultant - 1							
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A	B	C	D	E							
		Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs							
19	Race Conscious	0	\$ -	\$ -	\$ -								
20	Race Neutral	Supplies - 1 Rental car - 1 Auditing - 1	Supplies - \$480 Rental car - \$200 Auditing - \$320		Rental car - \$200								
21	Totals												
22	Submitted by:		23. Signature:			24. Phone Number:							

If contract...	Report in...
Started and ended in reporting period	Full amount in both section A* and section D
Started in reporting period, ongoing beyond reporting period	Full amount in section A*; amount spent in reporting period in section C
Started prior to reporting period, ongoing beyond reporting period	Amount spent in reporting period in section C
Started prior to reporting period, ended in reporting period	Full amount spent on contract in section D

*Any DBE activity would also need to be broken out in section B.

Examples of how to report expenditures – the amounts shown represent only the portions of agency expenses reimbursed through transportation planning funds.

Note: agencies only need to report sums of contracts/dollars in cells - items are broken out here to illustrate where to report them.

Supplies

Purchased \$100 in supplies for transportation planning each month from same company, which is not a DBE. No long-term contract; total spent was \$600; reimbursed for \$480.

See reporting in sections A and D.

Rental car

Rented vehicles several times for transportation planning-related travel from a Black American woman-owned, Iowa-certified DBE. No long-term contract, total spent during reporting period was \$250; reimbursed for \$200.

See reporting in sections A, B, and D.

Telephone

Started a new 2-year contract at beginning of reporting period. Transportation planning portion of agency contract is \$240 (reimbursable portion will be \$192). Spent \$60 this reporting period; reimbursed for \$48. Not a DBE.

See reporting in sections A and C.

Health insurance

Started 2-year contract in prior reporting period; contract will end in future reporting period. Transportation planning portion was \$1,000 this reporting period; reimbursed for \$800. Not a DBE.

See reporting in section C.

Auditing

Ended 2-year contract during reporting period. Transportation planning portion of agency contract was \$200 this reporting period (reimbursed for \$160) and \$400 (reimbursed for \$320) during overall contract. Not a DBE.

See reporting in section D.

Consultant project

During reporting period, hired a consultant for a transportation planning study. Total contract is for \$100,000, which will be divided into \$80,000 to the prime consultant (non-DBE) and \$20,000 to a subconsultant (Hispanic American male-owned, Iowa-certified DBE). There was not a DBE goal for the contract (if there was, reporting for the DBE would fall under race conscious rather than race neutral).

Overall, \$64,000 will be reimbursable for the prime consultant, and \$16,000 will be reimbursable for the subconsultant.

During this reporting period, \$10,000 was spent for the prime consultant (reimbursed for \$8,000) and \$2,000 was spent for the subconsultant (reimbursed for \$1,600).

See reporting in sections A, B, and C.