

Disadvantaged Business Enterprise (DBE) Requirements for Michigan Department of Transportation (MDOT) Sub-Recipients

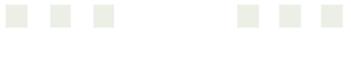
Jeanne Day-La Bo
DBE Program Specialist
Michigan Department of
Transportation
Office of Business Development





Agenda

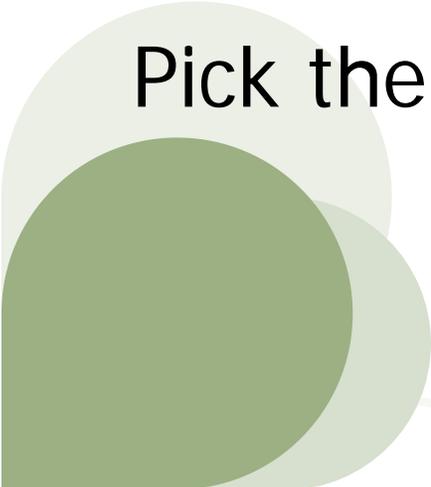
- Michigan Unified Certification Program (MUCP)
- Race-Neutral and Race-Conscious Projects
- DBE Goals Forecast – Three-year schedule
- Uniform Report (Semi-Annual Report of Awards/Commitments and Payments)
- Commercially Useful Function (CUF)



Federal Transit Administration (FTA) and Federal
Aviation Administration (FAA) Training Documents

- Documents and forms referenced in this presentation are available for download at:

www.michigan.gov/mdotdbe



Pick the FTA/FAA training documents link.



- Training documents and access to the MUCP web site are available at www.michigan.gov/mdotdbe

Department of Transportation www.michigan.gov/mdotdbe **Michigan.gov**
An Official State of Michigan Web Site

Michigan.gov Home | MDOT Home | Site Map | Contact MDOT | FAQ | State Web Sites

Search

Printer Friendly | Text Version | Text Size | Share

doing business

- > Forms
- > **Contractor Services**
 - Disadvantaged Business Enterprise**
 - Design/Build
 - Prequalification
 - Bid Letting
 - Payments & Awards
- > Vendor/Consultant Services
- > Local Agency Program
- > Passenger Transportation

roads & travel

rail & public transit

bridges, borders & ferries

news & information

Disadvantaged Business Enterprise (DBE)
The overall goal of the DBE program is to ensure that firms owned and controlled by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient.
[Contact Us](#)

[How to Become DBE Certified](#) Click here for the MUCP web site of all DBEs.

[2010 Outreach Letter To DBEs](#)

[Wanted - Women and Minority-Owned Businesses](#)

[DBE Certification Application](#)

[View Our Calendar of Events](#)

Directories

- Conference** ----- 2010 DBE Conference Presentations
- Resources** ----- Resources, Forms, and Documents
- Letting** ----- Letting Reports
- FTA/FAA** ----- FTA/FAA Training Documents

Departments/Agencies

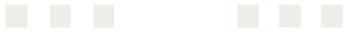
Online Services

Surveys

RSS Feeds

Quick Links

- Lane Closures
- Mi Drive
- State Map
- Detroit Traffic
- Online Services
- Report a Pothole
- Supplemental Specifications / Special Provisions
- Jobs with MDOT
- Bid Letting
- Damage Claim
- Construction Contract Inquiry
- Twitter-Facebook-YouTube



Michigan Unified Certification Program (MUCP)

- A Unified Certification Program is required by 49 Code of Federal Regulations Part 26 (49 CFR Part 26).
- MUCP certifying agencies make Disadvantaged Business Enterprise (DBE)-related decisions on behalf of all DOT sub-recipients in Michigan.

Most Michigan agencies are MUCP partners, not certifying agencies.





MUCP

- Grantees who report through MDOT are included in MDOT's MUCP agreement.
- Grantees who report directly to FAA or FTA should verify they have signed MUCP agreements on file - auditors request them.

Direct reports without a MUCP agreement should contact

Jeanne Day-La Bo

517-373-9246

E-mail: day-laboj@michigan.gov



MUCP Web site

The MUCP Web site contains Michigan's directory of DBEs certified under 49 Code of Federal Regulations Part 26 (49 CFR 26)

www.michigan.gov/mucp

MUCP Web Site

- Not all businesses owned by women or minorities are DBEs certified under 49 CFR Part 26.
- Use the MUCP to identify DBE firms.

Department of Transportation
Michigan.gov

Michigan.gov Home | MUCP Home | Contact MUCP | MUCP Help

MICHIGAN MUCP
Unified Certification Program

Welcome

Welcome to the Michigan Unified Certification Program (MUCP) website. This site provides a searchable directory of all current Michigan Disadvantaged Business Enterprise (DBE) certified firms. We have forms, applications, news, current events, other important websites, and information to help businesses working in Michigan.

The purpose of the MUCP is to provide "one-stop shopping" for everyone seeking to be certified. The MUCP makes decisions on behalf of all businesses in the state of Michigan that want to be certified DBEs and represents all USDOT funded agencies with DBE programs. In other words, firms certified as DBE's with the MUCP are eligible to work on any federally-funded airport, highway or transit contract, as a DBE.

- [Learn more about the program](#)
- [Learn how to become certified](#)
- [HELP searching for DBE's](#)
- [Download forms](#)

News & Events

- [DBE no longer eligible](#)
- [2008 DBE firms no longer certified with MDOT:](#)
- [Buy Michigan First "Doing Business With Michigan"](#)
- [Request For Qualifications \(RFQ\) For North Terminal Opening Events Manager](#)
- [Allegan County Transportation - New Transit Facility Advertisement For Bids](#)
- [New MDOT DBE Certified Firms](#)
- [Compliance Workshop. \(May 22, 2008 at the Best Western Alpine Lodge, Gaylord, MI\)](#)
- [Networking Session for Construction and Architectural & Engineering DBE's and Primes Contractors! Gaylord \(May 21,](#)

Search Certified Companies

DBE Firm Name:

NAICS Code:
[view list of codes](#)

MDOT Codes:

B - Concrete Pavement
Ba - Concrete Pavement-Patching/Widening
Ca - Chip Seals
Cb - Plant-Mix/Hot Mix Asph/Bituminous Paving

[view list of MDOT codes](#)

Type of Business:

Work Location County:

Work Description:

When searching for a Firm Name or Work Description please do not use punctuation marks.

[Search](#) [View Helpful Search Tips](#)

[Download Complete Michigan DBE Directory](#)



MUCP Web site www.michigan.gov/mucp

A brochure with tips to help you use the MUCP site is available on the *FTA/FAA* training documents link:

www.michigan.gov/mdotdbe

Search Certified Companies

DBE Firm Name:

NAICS Code:
[view list of codes](#)

MDOT Codes:

B - Concrete Pavement
Ba - Concrete Pavement-Patching/Widening
Ca - Chip Seals
Cb - Plant-Mix/Hot Mix Asph/Bituminous Paving

[view list of MDOT codes](#)

Type of Business:
All

Work Location County:
All

Work Description:

When searching for a Firm Name or Work Description please do not use punctuation marks.

[Search](#)  [View Helpful Search Tips](#)

[Download Complete Michigan DBE Directory](#)

MUCP Search Help Brochure

Helpful Hints

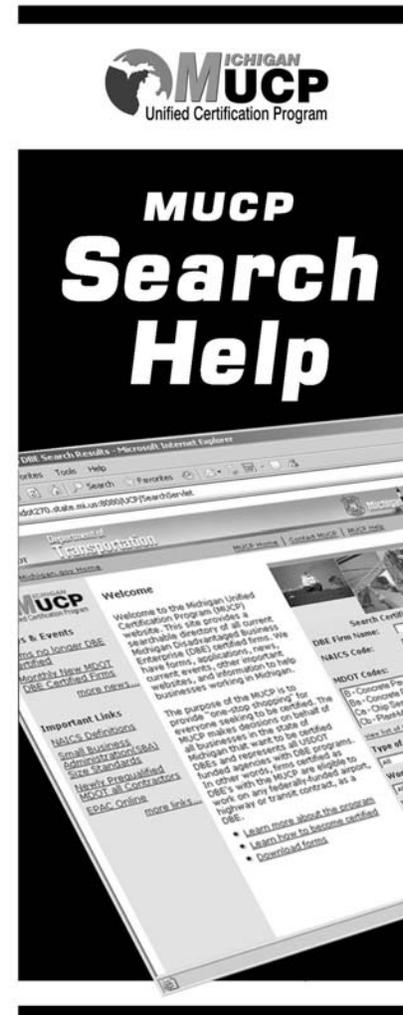
- If you are looking for a certified company on the MUCP-DBE database, here are a few hints that you may find helpful:
- Make sure the company name is spelled correctly.
- Type into the search field only part of the company's name. Some companies may have hyphenated names or other formatting the database will recognize partial words and sometimes this is the most effective search. For example, if the company you are looking for is "Aperson Enterprises," try typing in "son." All businesses containing "son" in their name will appear in the results.
- The MUCP database search engine is NOT case-sensitive, so upper case letters versus lower case letters should not be a concern.
- If the company you are trying to search for has an "&" symbol in its name, make sure to spell out the word "and" while searching. For example, if you are looking for "Y & Z Industries," type in "Y and Z".
- The database will bring up the entire list of certified disadvantaged businesses with name's containing a particular letter by typing that letter in the name field. This may be the easiest way to search when unsure of the spelling, or full name of the business.

The "Download DBE Certified and Prequalified Directory" link will give you a printable directory of all firms qualified to perform on MDOT projects.

For more information contact:
Office of Business Development
Lansing – 1-866-DBE-1264
Oak Park (Metro Detroit Area) – 1-866-323-4009



Prepared by: MDOT Graphics BW 6-06
Graphics \OE\MUCP\Websitebrochures\MUCP Web site help.indd
500 copies printed @ \$0.15 each for a total cost of \$75.



MUCP Web Site

- Search the MUCP for vendors who will work in your county by the type of work you need.
- The MUCP contains:
 - Forms
 - DBE certification requirements
 - Links to DBE-related sites
 - Grantee advertisements
 - Other helpful information

Department of Transportation

Michigan.gov Home | MUCP Home | Contact MUCP | MUCP Help

News & Events

- [DBE no longer eligible 2008 DBE firms no longer certified with MDOT.](#)
- [Buy Michigan First "Doing Business With Michigan"](#)
- [Request For Qualifications \(RFQ\) For North Terminal Opening Events Manager](#)
- [Allegan County Transportation - New Transit Facility Advertisement For Bids](#)
- [New MDOT DBE Certified Firms](#)
- [Wage and Labor Compliance Workshop \(May 22, 2008 at the Best Western Alpine Lodge, Gavlord, MI\)](#)
- [Networking Session for Construction and Architectural & Engineering DBE's and Primes Contractors! Gavlord \(May 21, 2008\)](#)
- [Fraud and Abuse Hotline](#)
- [DBE Supportive Services Changes for Fiscal Year 2008](#)
- [White/Olson Construction LLC is looking for DBEs to work on the Port Authority Terminal Facility in Detroit, MI](#)
- [more news...](#)

Download Forms

The application must be mailed or physically delivered to one of the [Certifying Agencies](#). The application must be signed and notarized. The application must also be complete and include all of the supportive documentation. The application includes a checklist to use to ensure your application is complete and can be processed.

Important Note:
All forms are in PDF format and require Adobe Acrobat Reader to view and print. This software is provided free of charge and you may download the latest version by clicking on the "Get Acrobat Reader" button.

Want your business to be certified?

- [Learn how](#)
- [Download forms](#)

Forms

To download a form, RIGHT-CLICK on the form's name, then specify a location where you want to save the form on your local computer.
These forms require a signature, notary and date after printing. All forms must be printed and mailed to one of the [Certifying Agencies](#) for processing.
Attention Wayne County applicants, please read [Attention All DBE Applicants](#) before applying.

Form	Last Revised
MDOT DBE APPLICATION (use if sending to MDOT)	07/31/2006
MUCP DBE CERTIFICATION APPLICATION	07/31/2006
Annual DBE Renewal Affidavit	01/19/2005
Program Procedures 2007	10/31/2007
49CFR Part 26 Federal DBE Program Regulations	01/19/2005
Waivers and Contract Modifications Process	06/20/2005
DBE Waiver Modification Process Flver	06/20/2005
DBE Supplier Question and Answer Brochure	06/20/2005
Commercially Useful Function Brochure	09/13/2006
MUCP DBE CERTIFICATION APPLICATION (Spanish)	04/01/2007

Important Links

- [NAICS Definitions](#)
- [Small Business Administration \(SBA\) Size Standards](#)
- [Newly Prequalified MDOT all Contractors](#)
- [more links...](#)

Advertise on the MUCP

FAA and FTA grantees are encouraged to post contracting and procurement advertisements on the MUCP Web site to show efforts made to recruit DBEs.

E-mail advertisements to Jeanne Day-La Bo.

Include posting and removal dates.



REQUEST FOR QUALIFICATIONS (RFQ) FOR NORTH TERMINAL OPENING EVENTS MANAGER CONTROL NO. S08-101

Issue Date: April 4, 2009

Pre-Response Conference
And Site Tour: April 11, 2009 at 10:00 AM Local Time
Detroit Metropolitan Wayne County Airport
L. C. Smith Terminal
Airport Administration
Mechanical Level, Conference Room 1
Detroit, Michigan 48242

Pre-Response Question Deadline: Monday, April 14, 2009 at 1:00 PM Local Time

Response Deadline: Wednesday, April 30, 2009 at 3:00 PM Local Time
Wayne County Airport Authority Purchasing Unit
Detroit Metropolitan Wayne County Airport
L. C. Smith Terminal Lower Level A
Detroit, Michigan 48242

Purchasing Contact: Donna Collins-Andrews, CPO, CPPB
Procurement Project Manager
Phone: (734) 955-8772
Fax: (734) 955-5648
Email: purchasing.questions@weaa.us

*Note: Detroit, Michigan 48242 is the mailing address of Detroit Metropolitan Wayne County Airport. The Detroit Metropolitan Wayne County Airport is physically located within the boundaries of the City of Romulus, Michigan.

DESCRIPTION: Responses are being solicited for the purpose of contracting for management services required to plan, and deliver promotional and public celebrations for marking the opening of the new North Terminal at Detroit Metropolitan Wayne County Airport scheduled for September 2009.

The Form of Agreement (FOA) for this solicitation is not yet available. The Form of Agreement will be issued as an Addendum to the solicitation on or about April 10, 2009.

This solicitation, along with all Attachments may be downloaded from the Michigan Intergovernmental Trade Network (MITN) website: www.mitrn.com. A link to this website is available on the Wayne County Airport Authority website: www.mpsairport.com (select Business Opportunities on the left side of the page). Special Note: Any and all Addenda issued by the Authority must be viewed or downloaded from the above listed website.



ADVERTISEMENT FOR BIDS

BID PROPOSAL

Sealed bids, in triplicate, for the Allegan County Transportation - New Transit Building, will be received at Owen-Ames-Kimball Co., 300 Ionia NW, Grand Rapids, MI 49503 on Tuesday, May 12th until 1:00pm local time local time. Bids received after this time (at this location) will not be accepted.

All proposals received by the time and date stated above will be opened and read publicly at 2:00pm local time on Tuesday, May 13th at the Allegan County Human Services Building, Karl Zimmerman Conference Room, 3255 122nd Ave., Allegan, MI 49010. Bids may be hand delivered just prior to the bid opening at this location. Do not drop off bids with the County.

SITE INSPECTION

A construction pre-bid meeting will be held at the Allegan County Human Services Building, Karl Zimmerman Conference Room, 3255 122nd Ave., Allegan, MI 49010 on Tuesday, May 6th at 10:00am local time. All bidders are encouraged to attend.

BID DOCUMENTS

The Bidding Documents may be obtained at Veenstra, 850 Grandville Avenue SW, Grand Rapids, MI 49503. A deposit of \$100 is required. The deposit will be refunded if documents are returned within 15 days after bid opening. A non-refundable charge of \$20 will be required for mailing documents.

The Bidding Documents may be examined at the following locations:

- The offices of Owen-Ames-Kimball Co., Construction Manager, 300 Ionia N.W., Grand Rapids, Michigan 49503
- Builders Exchange plan rooms in Grand Rapids, Kalamazoo, Lansing and Traverse City
- Dodge McCreaw Hill plan rooms in Lansing & Southfield
- Reed Construction Data and Construction Association of Michigan, Detroit.
- CNA of West Michigan and Construction News Corp, Cleveland

BIDDER QUALIFICATIONS

Bidders submitting a Bid for this Project shall have qualifications as follows:

- Shall be a reputable, recognized organization, with at least five (5) years successful experience on work of this type and scope of this project.
- Shall have a license where required by public authorities having jurisdiction.
- Shall have ample financial resources for work of this magnitude.

BID SECURITY - PERFORMANCE BONDS

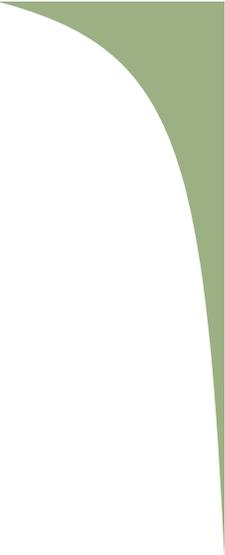
Each bid shall be accompanied by good and sufficient bid security or bid bond in an amount not less than 5% of the Bid amount and shall secure the Owner from loss or damage by reason of the withdrawal of the Bid by a bidder or by failure of the successful Bidder to enter into a Contract with the Owner if his Bid is accepted by the Owner.

The successful Bidder will be required to secure Performance, Labor and Material bonds for all contracts exceeding \$50,000, from a surety company having a rating of A- or better, for the full amount of the Contract.

MDOT Wants Your (Potential) DBEs!



- Please refer vendors you work with who appear to be owned by females or minorities to Jeanne at 517-373-9246.
- MDOT's Office of Business Development is happy to help potential DBEs with paperwork needed to apply for DBE certification.



Race-Neutral and Race-Conscious Projects



Race-Neutral DBE Participation on Contracts

- Race-Neutral (RN) contracts do not have a DBE participation percentage goal assigned to them.
- In RN contracting, DBEs earn contract awards by virtue of being the lowest bidder or most qualified to do the work.





RN Requirements

- Provide vendors with MDOT's Vendor Availability Questionnaire (Form 0168A)
- Ensure sub-vendors are paid promptly
- Track payments made to DBEs
 - MDOT's Prime Consultant Statement of DBE Subconsultant Payments (Form 0165) can be used as a template.

Race-Conscious Participation on Contracts

- Race-Conscious (RC) contracts have a DBE participation goal expressed as a percentage of contract work which must be subcontracted to certified DBEs before the contract can be awarded.

For example, a 5% DBE participation goal means certified DBEs, as confirmed by the MUCP Web site, must be committed to perform 5% of the total contract value before the contract can be awarded.



RC Contracting – MDOT FTA Grantees

- Most grantees never use RC goals, due to the types of goods and services they purchase.
- However, facilities construction or improvement projects, which tend to be large projects with a wide variety of work, may have RC possibilities.

If you have an upcoming facilities project, call MDOT for DBE availability *before* advertising the project.

Call 517-373-9246 or

E-mail day-laboj@michigan.gov

- MDOT's Office of Business Development (OBD) is happy to contact DBEs to alert them of potential procurement or contracting opportunities.
- 



RC – Reporting and Monitoring

- Provide vendors with MDOT's Vendor Availability Questionnaire (Form 0168A).
- If a prime vendor cannot meet the goal, have the vendor contact me. **Do not award the contract** until you hear back from me or another MDOT Office of Business Development representative!
- Once awarded, you must monitor contracts to ensure DBEs work as committed and that all subs are paid promptly.



RC – Reporting and Monitoring

- Sub-vendors must be paid promptly.
Track payments made to DBEs - use MDOT's Prime Consultant Statement of DBE Subconsultant Payments (Form 0165) as a template.
- If, after the project has started, the DBEs do not work to the extent committed at award, the prime must submit a post-award good faith effort request.



RC – Good Faith Efforts

Primes must formally show good faith efforts made to obtain enough DBE participation to meet the RC goal, if the goal is not met either before contract award, or during the lifetime of the contract.



RC DBE Contract Goals

Do not award an RC project unless the prime either meets the percent goals or applies for, and receives, a good faith effort modification.

MDOT will process good faith effort applications for MDOT-report agencies.





DBE Goal-setting





DBE Goal-setting – Overall DBE Participation Goals

- Recipients of federal funds are required by regulation to set overall DBE goals on a staggered three-year basis.
- FAA, FHWA, and FTA post goals submission dates on their Web sites.

DBE Goals Forecasting – **MDOT FTA Grantees Report in 2011**

- Recipients of federal funds are required to predict how many *federal* dollars will be spent on contracting and procurement opportunities.
- Grantees will also be asked to list the types of services and goods they expect to spend grant money on.





DBE Goals Forecasting

- Provide your best estimate of the federal dollar value of planning, capital, and/or operating assistance contracts which will be awarded using federal funds ONLY.

Refer to your grant applications if you're not sure how much federal money you have asked for or what goods or services you plan to purchase with that money.

DBE Goals Forecasting – FY 2011 for FTA

- If you receive federal funds from more than one USDOT agency – FTA and FHWA for example – a goals forecast must be developed for *each* agency based on the agency's three-year reporting schedule.
 - FHWA goals projection is due in 2013 for Fiscal Year 2014.
- **Do not report state or local matching funds.**





DBE Goals Forecasting

Recipients must predict how many federal dollars will be spent on DBEs on RN and RC contracts.

- If the RC or RN goal is not met after the overall goal is approved, USDOT requires an explanation - MDOT will ask you!
- USDOT wants to know what good faith efforts have been taken to meet the goal.



DBE Goals Forecasting - FTA

Report expenditures made with FTA planning, capital, and/or operating funds *except*

- Land purchases
- Passenger transportation vehicle purchases
- Agency employee salaries
- Gas/electric/ telephone utilities





DBE Goals Forecasting - FAA

The following services and goods ***should not*** be included in FAA goals forecasting:

- Land purchases
- Work done directly by airport personnel
- Heavy equipment, such as snow plows

FAA grantees must develop and submit separate goals forecasts for concessions.



DBE Goals Forecasting - FAA

- FAA grantees should work with Ralph Sims of MDOT Aeronautics on non-concessions goals forecasting.
- Contact Ralph at:

Ralph Sims

517-335-9458

simsr@michigan.gov



FY 2010 DBE Participation Goal – MDOT/FTA

The approved Fiscal Year 2010 DBE Participation goal for FTA-assisted contracts is 2.25%. MDOT is waiting for approval of a revised 2% FTA goal:

- **1.7% RN** (no DBE contract goals)
- **0.3% RC** (select contracts have DBE goals)



FY 2010 DBE Participation Goal – MDOT/FAA

The Fiscal Year 2010 FAA goal for MDOT and its grantees is 7.01%.

6.42% RC

0.59% RN



DBE Goals Forecasting

MDOT-report FTA grantees will be sent a questionnaire in early May 2011 to help MDOT determine its overall FTA DBE goal.

Look at your grant requests to determine the total value and types of contracts or procurements you have made, and what you think you will make in the next three years.



FAA Grantees – Overall DBE Goals

FAA recipients must submit separate goals:

1. Contracting goals
2. Concessions goals

If you need help developing your contracting goals, contact Ralph Sims.

Concessionaires may contact Jeanne for a goals development presentation by Nancy Cibic of the FAA Great Lakes Region Office of Civil Rights.



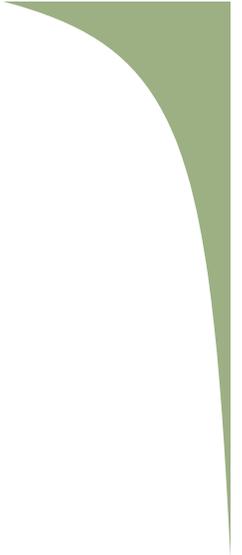
Direct Report Grantees

- Direct report grantees must determine the population of vendors available to do the work projected for contracting or procurement in the upcoming years.
- The U.S. census site is helpful to use when determining how many non-DBE vendors there are. Go to:
<http://factfinder.census.gov>



Direct Report Grantees – determining vendor populations for goals forecasting

- <http://factfinder.census.gov>
- Select the State of Michigan from the dropdown list.
- Select the “Business and Government” link on the left of the page.
- Select “Economic Fact Sheet” or “Economic Fact Sheet for an Industry” to search for vendor types using key words.





DBE Goals Forecasting Vendor Availability Questionnaire

Please help us comply with federal regulations; give your vendors copies of the MDOT Vendor Availability Questionnaire. The *Questionnaire*, MDOT Form 0168A, is available at www.michigan.gov/mdotdbe. Pick the FTA/FAA resource link.





Vendor Availability Questionnaire

Michigan Department
of Transportation
0168A (10/07)

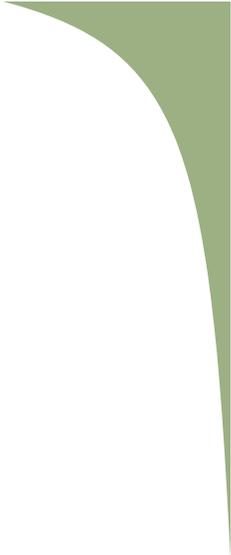
MDOT VENDOR AVAILABILITY QUESTIONNAIRE

Clear Form

Companies bidding on Michigan Department of Transportation (MDOT) prime contracts & bidding or quoting subcontracts (including contractors, truckers, material suppliers & service providers/consultants) should complete the following questionnaire.

If you have questions, or call 1-866-323-1264 or E-mail Jeanne Day-Labo at (day-labo@michigan.gov). Mail completed questionnaire to: Michigan Department of Transportation, Office of Business Services, P.O. Box 30050, Lansing, MI 48909, Fax: (517) 335-0945.

COMPANY NAME				TODAY'S DATE	
ADDRESS					
CITY	STATE/PROVINCE	COUNTRY	ZIP CODE	AGE OF FIRM	
COMPANY'S GROSS RECEIPTS FOR THE PAST YEAR FALL INTO THE FOLLOWING RANGE (Check one):					
<input type="checkbox"/> Under \$500,000	<input type="checkbox"/> \$500,001 - \$1 million	<input type="checkbox"/> \$1 - \$2 million			
<input type="checkbox"/> \$2 - \$5 million	<input type="checkbox"/> \$5 - \$10 million	<input type="checkbox"/> \$10 - \$20.41 million			
<input type="checkbox"/> Over \$20.41 million					
COMPANY STATUS (Check all that apply):					
<input type="checkbox"/> Construction Prequalified	<input type="checkbox"/> Heavy Construction Trucking	<input type="checkbox"/> Other services			
<input type="checkbox"/> Materials Supplier	<input type="checkbox"/> Other Trucking (i.e., freight, small packages, etc.)	<input type="checkbox"/> Service/Consultant Prequalified			
<input type="checkbox"/> Bus/Transit Agency Vendor	<input type="checkbox"/> Construction - specialized items (no prequalification required)	<input type="checkbox"/> MDOT-certified as a Disadvantaged Business Enterprise (DBE)			
		<input type="checkbox"/> Airports Vendor			



Uniform Report

of

Awards, Commitments and Payments





Uniform Report of Awards/Commitments and Payments

- The Uniform Report provides the U.S. Department of Transportation (USDOT) with information about the federal dollar value (no state/local match) and numbers of ALL federally-assisted contracts and procurements – not just those going to DBEs.
- One Uniform Report must be completed for each USDOT Operating Authority (FAA, FHWA, and FTA).





Uniform Report – FTA ARRA Requirements

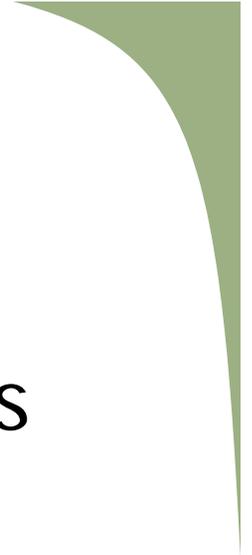
- FTA currently requires quarterly reporting of American Recovery and Reinvestment Act (ARRA) monies.

Once all FTA ARRA monies are final paid, you will not need to submit any more ARRA-dollars only reports.



Semi-Annual Uniform Report

- All eligible FTA federal contracting funds (JARC, 53XX, ARRA, etc.) are reported Semi-Annually on the “normal” Uniform Report.
 - Do not report state/local match funds.
- Grantees will enter their “all funds” Semi-Annual Report on a MDOT Web site.





Uniform Report – aka Semi Annual Report of DBE Awards/Commitments and Payments

- FTA and FHWA semi-annual reports are submitted twice a year. The first report covers awards/commitment/procurements and final payments made between October 1 and March 31
- The second report covers the period of April 1 through September 30.
- FAA reports only at year-end.





Uniform Report - FTA

Include expenditures made with FTA planning, capital, and/or operating funds *except* land or transit vehicle purchases, agency employee salaries, or gas/electric/telephone utilities, in your goals forecasts.

Uniform Report of Awards, Commitments and Payments

- Bus and transit vehicle manufacturers are required to report independently.
- **Do not report purchases of vehicles used for passenger transportation.**





Uniform Report - FAA

- Contracts solely for land purchase are excluded from DBE program requirements. Do not include land purchase, but do include related services (e.g., surveying, appraisals, etc.).
- Airport recipients using all grant funds to do work with its own personnel (in-force accounts) are *not required* to implement a DBE program.



FAA Airport Concession Program (ACDBE)

- FAA also has a DBE Concessions Program
 - Airport concessionaires, car rentals, goods and services, management contracts
- Different regulation – 49 CFR Part 23
- Specific to FAA
 - FHWA and FTA do not have this program
 - Different program and goal-setting schedule



DOT DBE Program Resource Web Site

<http://osdbu.dot.gov/dbeprogram/index.cfm>

- Guidance for DBE Program Administrators
- Answers to most questions
- DBE and ACDBE Sample Programs
- Regulations, tips for goal-setting, forms, questions and answers



Uniform Report of Awards, Commitments and Payments

FTA reports are submitted using MDOT's Uniform Report Web site.

- Instructions to access the UARS/Uniform Report Web site are provided on the FTA/FAA training documents link at www.michigan.gov/mdotdbe

Uniform Report – helpful hints

Commitments/Awards made during this Reporting Period <small>(Total Contracts And Subcontracts Committed during This Reporting Period)</small>	Prime Contracts Awarded this Period	Subcontracts Committed/ Awarded this Period
* Total Dollars (\$) <small>The top two rows are for all vendors, DBE and non-DBE alike</small>	<input type="text"/> ?	<input type="text"/> ?
* Total Number	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Conscious (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Conscious (number)	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Neutral (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Neutral (number)	<input type="text"/> ?	<input type="text"/> ?

List only DBE firms who have received prime or subcontracts in this area. The total dollar value and numbers of DBE contracts listed here must match the Ethnicity and Gender breakdown below.

Note: DBEs Race Conscious Prime must be reported as Race Neutral.

DBE Commitments/Awards this Reporting Period - breakdown by Ethnicity & Gender	Total Number of Contracts (Prime and Sub)	Total Dollar Value (\$)
* Black American	<input type="text"/> ?	<input type="text"/> ?
* Hispanic American	<input type="text"/> ?	<input type="text"/> ?
* Native American	<input type="text"/> ?	<input type="text"/> ?
* Subcont. Asian American	<input type="text"/> ?	<input type="text"/> ?
* Asian-Pacific American	<input type="text"/> ?	<input type="text"/> ?
* Non-Minority Women	DBEs ONLY! <input type="text"/> ?	<input type="text"/> ?
* Other (i.e not of any other group listed here)	DBEs ONLY! <input type="text"/> ?	<input type="text"/> ?
Totals (a)	<input type="text"/>	<input type="text"/>
Total to DBEs (Race Conscious & Neutral) (b)	<input type="text"/>	<input type="text"/>

Do not list any vendors here unless you've confirmed that they're DBEs!

Note: Totals (a) and Total to DBEs (b) must match number-wise and dollar-wise.

Uniform Report of Awards, Commitments and Payments – the “Official” Federal Form

This form and the corresponding instructions are available on MDOT’s FAA/FTA grantee training link at www.michigan.gov/mdotdbe

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS								
Please refer to the Instructions sheet for directions on filling out this form								
1. Submitted to (check only one): <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input type="checkbox"/> FTA--Vendor Number _____								
2. AIP Numbers (FAA Recipients Only): _____								
3. Federal fiscal year in which reporting period falls: FY _____ 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 Oct. 1-Sept. 30) <input type="checkbox"/> FAA annual report due Dec. 1								
6. Name of Recipient: _____								
7. Annual DBE Goal(s): Race Conscious Goal _____ % Race Neutral Goal _____ % OVERALL Goal _____ %								
COMMITMENTS/AWARDS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during this reporting period)	A	B	C	D	E	F	G	H
	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 (num)
8. Prime contracts awarded this period								
9. Subcontracts awarded/committed this period								
Totals								
DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D	E	F	G	H
	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Other (i.e. not of any other group listed here)	TOTALS (for reporting period only)
10. Total Number of Contracts (Prime and Sub)								
11. Total Dollar Value								
ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A		B		C		D	
	Number of Prime Contracts Completed		Total Dollar Value of Prime Contracts Completed		DBE Participation Needed to Meet Goal (Dollars)		Total DBE Participation (Dollars)	
12. Race Conscious								
13. Race Neutral								
14. Totals								
15. Submitted by (Print Name of Authorized Representative)					16. Signature of Authorized Representative			
17. Phone Number:					18. Fax Number:			



Semi-Annual Uniform Report

- MDOT-report FTA grantees will receive reporting instructions by E-mail and by fax.
- You will be asked to contact Jeanne for your username and password to access the On-Line Semi-Annual Report site MDOT has set up for grantee reporting.

The on-line report contains the same content as the “Official” federal report, but it does not look the same.

Semi-Annual Uniform Report (UARS) Web Site Entry Screen

The screenshot shows the Michigan Department of Transportation (MDOT) website header with the logo and 'Michigan.gov Home' link. The main title is 'User and Application Registration System'. The 'Sign In' section includes fields for 'User ID:' and 'Password:', a 'Forgot your password?' link, and 'Sign In' and 'Reset' buttons. To the right, it lists 'MDOT business system hours: Mon - Fri: 6:00 a.m. - 11:30 p.m. Weekend: 24 hours'. Below the sign-in area is a 'Login/Application Support:' section with a 'Support Contacts List' link. The footer contains various policy links and a copyright notice for 2004-2008 State of Michigan.

Sign In

User ID:

Password:

[Forgot your password?](#)

MDOT business system hours:
Mon - Fri: 6:00 a.m. - 11:30 p.m.
Weekend: 24 hours

Login/Application Support:
Click "Support Contacts List" below to see the list of applications and contact information.

[Support Contacts List](#)

[Michigan.gov Home](#) | [Login Help](#) | [Admin Help](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)
Copyright© 2004 - 2008 State of Michigan

The entry screen for the Semi-Annual Report site looks just like the PTMS site. Your User ID and password "tell" the system to go to the Semi Annual Uniform Report.



Semi-Annual "All Funds" Uniform Report– MDOT's On-Line Version

- MDOT's FTA grantees: click "FTA," "MDOT Report," ARRA Project "No," Fiscal Year "2011" buttons. Select your agency name from the drop-down.

MDOT Department of Transportation 

[Michigan.gov Home](#) | [DBE Commitments/Awards Home](#) | [Contact DBE Commitments/Awards](#) | [MDOT Home](#) | [Sign Out](#)

Uniform Report of DBE Commitments/Awards and Payments - Add Report

* = Required Fields

* Submitted to: FHWA FAA FTA

* USDOT: Direct Report MDOT Report

* ARRA Project: Yes No

* Federal Fiscal Year in which Reporting Period falls:

* Reporting Period: Report Due June 1 (for Oct 1 - Mar 31) Report Due Dec 1 (for Oct 1 - Sep 30)

* Recipient Name:

* Recipient Address:

* Recipient City: State: Michigan * Zip Code:

Semi-Annual "All Funds" Uniform Report— On-Line Version

Note: Do not enter a minus sign, dollar symbol or comma when entering numbers on this form.

Commitments/Awards made during this Reporting Period (Total Contracts And Subcontracts Committed during This Reporting Period)	Prime Contracts Awarded this Period	Subcontracts Committed/ Awarded this Period
* Total Dollars (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total Number	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Conscious (\$)		<input type="text"/> ?
* Total to DBEs/Race Conscious (number)		<input type="text"/> ?
* Total to DBEs/Race Neutral (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Neutral (number)	<input type="text"/> ?	<input type="text"/> ?

Note: DBEs Race Conscious Prime must be reported as Race Neutral.

DBE Commitments/Awards this Reporting Period - breakdown by Ethnicity & Gender	Total Number of Contracts (Prime and Sub)	Total Dollar Value (\$)
* Black American	<input type="text"/> ?	<input type="text"/> ?
* Hispanic American	<input type="text"/> ?	<input type="text"/> ?
* Native American	<input type="text"/> ?	<input type="text"/> ?
* Subcont. Asian American	<input type="text"/> ?	<input type="text"/> ?
* Asian-Pacific American	<input type="text"/> ?	<input type="text"/> ?
* Non-Minority Women	<input type="text"/> ?	<input type="text"/> ?
* Other (i.e not of any other group listed here)	<input type="text"/> ?	<input type="text"/> ?
Totals (a)		
Total to DBEs (Race Conscious & Neutral) (b)		

Note: Totals (a) and Total to DBEs (b) must match number-wise and dollar-wise.

If you did not have any DBEs - verify at www.michigan.gov/mucp - put "0" in **every** spot on the top of the report (in gray) with the word "DBE" in the row. If you have all "0" for DBEs, the blue area of the report will disappear.

Semi-Annual Uniform Report– On-Line Version

If you had DBE participation, dollars and numbers of DBEs reported on the breakdown by ethnicity and gender in the middle of the screen (in blue) have to total the dollars and numbers reported on rows with “DBE” in the name on the top of the screen (in gray).

Note: Do not enter a minus sign, dollar symbol or comma when entering numbers on this form.

Commitments/Awards made during this Reporting Period (Total Contracts And Subcontracts Committed during This Reporting Period)	Prime Contracts Awarded this Period	Subcontracts Committed/ Awarded this Period
* Total Dollars (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total Number	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Conscious (\$)		<input type="text"/> ?
* Total to DBEs/Race Conscious (number)		<input type="text"/> ?
* Total to DBEs/Race Neutral (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Neutral (number)	<input type="text"/> ?	<input type="text"/> ?

Note: DBEs Race Conscious Prime must be reported as Race Neutral.

DBE Commitments/Awards this Reporting Period - breakdown by Ethnicity & Gender	Total Number of Contracts (Prime and Sub)	Total Dollar Value (\$)
* Black American	<input type="text"/> ?	<input type="text"/> ?
* Hispanic American	<input type="text"/> ?	<input type="text"/> ?
* Native American	<input type="text"/> ?	<input type="text"/> ?
* Subcont. Asian American	<input type="text"/> ?	<input type="text"/> ?
* Asian-Pacific American	<input type="text"/> ?	<input type="text"/> ?
* Non-Minority Women	<input type="text"/> ?	<input type="text"/> ?
* Other (i.e not of any other group listed here)	<input type="text"/> ?	<input type="text"/> ?
Totals (a)		
Total to DBEs (Race Conscious & Neutral) (b)		

Note: Totals (a) and Total to DBEs (b) must match number-wise and dollar-wise.

Semi-Annual Uniform Report – DBE Gender & Ethnic Breakdown

DBE Commitments/Awards this Reporting Period - breakdown by Ethnicity & Gender	Total Number of Contracts (Prime and Sub)	Total Dollar Value (\$)
* Black American	<input type="text"/> ?	<input type="text"/> ?
* Hispanic American	<input type="text"/> ?	<input type="text"/> ?
* Native American	<input type="text"/> ?	<input type="text"/> ?
* Subcont. Asian American	<input type="text"/> ?	<input type="text"/> ?
* Asian-Pacific American	<input type="text"/> ?	<input type="text"/> ?
* Non-Minority Women	<input type="text"/> ?	<input type="text"/> ?
* Other (i.e not of any other group listed here)	<input type="text"/> ?	<input type="text"/> ?
Totals (a)	<input type="text"/>	<input type="text"/>
Total to DBEs (Race Conscious & Neutral) (b)	<input type="text"/>	<input type="text"/>
<i>Note: Totals (a) and Total to DBEs (b) must match number-wise and dollar-wise.</i>		

- If you have DBE participation, please E-mail day-laboj@michigan.gov or call 517-373-9246 for gender and ethnicity of each DBE vendor (or ask the vendor).
- “Other (i.e., not of any other group listed here)” refers to a specific type of DBE. DO NOT REPORT “OTHER” UNLESS YOU VERIFY THE VENDOR IS A DBE – use the MUCP site: www.michigan.gov/mucp

Semi-Annual Report – Final Payments

Actual Payments on Contracts Completed this Reporting Period	Number of Prime Contracts Completed	Total Dollar Value of Prime Contracts Completed (\$)	DBE Participation needed to meet Goal (\$)	Total DBE Participation (\$)
* Race Conscious	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Race Neutral	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Name of Authorized Representative)

* Submitted by:

* E-mail Address:

* Confirm E-mail Address:

* Phone Number: - - Fax Number: - -

* = Required Fields

Submit

Reset

[Michigan.gov Home](#) | [DBE Commitments/Awards Home](#) | [Contact DBE Commitments/Awards](#) | [MDOT Home](#) | [State Web Sites](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#)
 Copyright © 2001-2011 State of Michigan

- Do not report payments until you have paid the vendor everything owed (final payment). You do not need to wait for reimbursement from MDOT to report final payment.
- Most final payments will be reported as "Race Neutral." The only time payment is reported as "Race Conscious" (RC) is when one or more projects had a formal DRF



Uniform Report of Awards, Commitments and
Payments

Do Not Include State/Local
Matching Funds on your
Uniform Report!





FTA grantees who need help with DBE reporting should contact Jeanne.

FAA grantees should contact Ralph at
517-335-9458 or
simsr@michigan.gov



Commercially Useful Function (CUF)



Commercially Useful Function (CUF)

- The “feds” audit Michigan jobs for DBE compliance.
- One audit resulted in multi-million dollar court settlements paid by primes after they were found in non-compliance with DBE program requirements.



CUF

DBE Nitty Gritty:

- ✓ DBEs must do and be paid for their work in a timely manner.
- ✓ DBEs must use their own workers, supervisors, equipment and materials.
- ✓ DBE work subcontracted to a non-DBE does not count.





CUF

- EVERY time you award a contract which has an RC DBE participation goal, you MUST ensure DBEs committed to work on the contract do their work AND are paid for their work in a prompt and timely manner.
- You must also monitor RN projects to ensure DBEs are working and getting paid.



- 49 Code of Federal Regulations 26.55 outlines CUF requirements.

This subsection also outlines how DBE participation is counted toward RC goals.

- 49 CFR 26.55 is available on the FTA/FAA training documents link.



For help with DBE reporting or other DBE issues, please call or e-mail – I love hearing from you!

Jeanne Day-La Bo

Phone: 517-373-9246

E-mail: day-laboj@michigan.gov

