



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

April 22, 2009

Dear Grantee,

FY 2009 Semi-Annual Federal Report – due to MDOT May 15, 2009

As a recipient of Federal Transit Administration (FTA) planning, capital, or operating funds distributed through the Michigan Department of Transportation (MDOT), you must complete the semi-annual federal *Uniform Report of DBE Commitments/Awards and Payments* for the first half of the 2009 fiscal year. Include purchases and final payments made using FTA planning, capital, or operating funds that occurred between October 1, 2008 and March 31, 2009.

Report all expenditures of FTA planning, capital, and/or operating funds *except* land or transit vehicle purchases, agency employee salaries, or gas/electric/telephone utilities. Report only FTA money; do not include State or local monies.

If you spent federal funds only on land purchases, transit vehicle purchases, agency employee salaries, or gas/electric/telephone utilities, please submit a \$0 (zero dollars) report.

Please complete the Uniform Report using our Web-based reporting system. A manual to assist you is enclosed. The internet address for the Uniform Report is:

<https://mdotwas1.mdot.state.mi.us/login/userLogin.do>

When you enter this Web address into your internet browser, the screen looks exactly like the PTMS screen. Open the DBE *Uniform Report* by entering the username and password exactly as shown directly below (entries are case-sensitive):

Username: imauser
Password: rep0rts
Favorite City (password hint): **Lansing**

Please do not change *anything* in your “User Profile” on this Web site!

Grantees who receive federal funds through MDOT and who do not report directly to the Federal Transit Administration (FTA) are MDOT Reports. Grantees who also receive funds directly from the FTA and report directly to FTA are Direct Reports. Direct reports are not required to report using this site, but we are asking you to do so in order to help us get a complete picture of FTA contracting activities in the State of Michigan.

If you have questions or need help, please contact Jeanne Day-La Bo at 517-373-9246 or E-mail day-laboj@michigan.gov. Your cooperation in ensuring that we comply with federal regulatory requirements is appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patricia A. Collins".

Patricia A. Collins
DBE Program Administrator
Office of Business Development

Enclosure

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): FHWA FAA 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 Report due June 1 (for period Oct. 1-Mar. 31) Report due Dec. 1 (for period Oct. 1-Sept. 30)
 FAA annual report due Dec. 1

6. Name of Recipient: _____

7. Annual DBE Goal(s): Race Conscious Goal _____ % Race Neutral Goal _____ % OVERALL Goal _____ %

	A	B	C	D	E	F	G	H
COMMITMENTS/AWARDS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during this reporting period)	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)
8. Prime contracts awarded this period								
9. Subcontracts awarded/committed this period								
Totals								

	A	B	C	D	E	F	G	H
DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	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								

	A	B	C	D
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 (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:

INSTRUCTIONS FOR COMPLETING THE UNIFORM REPORT OF DBE AWARDS OR COMMITMENTS AND PAYMENTS

1. Indicate the DOT Operating Administration (OA) that provides your Federal financial assistance. If assistance comes from more than one OA, use separate reporting forms for each OA. If you are an FTA recipient, indicate your Vendor Number in the space provided.
2. If you are an FAA recipient, indicate the relevant AIP Numbers covered by this report. If more than six, attach a separate sheet.
3. Specify the Federal fiscal year (i.e., October 1 – September 30) in which the covered reporting period falls.
4. State the date of submission of this report.
5. Check the appropriate box that indicates the reporting period that the data provided in this report covers. If this report is due June 1, data should cover October 1 – March 31. If this report is due December 1, data should cover April 1 – September 30. If this report is due to the FAA, data should cover the entire year.
6. Name of the recipient.
7. State your annual DBE goal(s) established for the Federal fiscal year of this report to be submitted to and approved by the relevant OA. Your Overall Goal is to be reported as well as the breakdown for specific Race Conscious and Race Neutral Goals (both of which include gender-conscious/neutral goals). The Race Conscious Goal portion should be based on programs that focus on and provide benefits only for DBEs. The use of contract goals is a primary example of a Race Conscious measure. The Race Neutral Goal portion should include programs that, while benefiting DBEs, are not solely focused on DBE firms. For example, a small business outreach program, technical assistance, and prompt payment clauses can assist a wide variety of businesses in addition to helping DBE firms.
- 8-9. The amounts in items 8(A)-9(I) should include all types of prime 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 only the Federal share of such contracts, and should be rounded to the nearest dollar.
- 8(A). Provide the total dollar amount for all prime contracts assisted with DOT funds that were awarded during this reporting period.
- 8(B). Provide the total number of all prime contracts assisted with DOT funds that were awarded during this reporting period.
- 8(C). From the total dollar amount awarded in item 8(A), provide the dollar amount awarded to certified DBEs during this reporting period.
- 8(D). From the total number of prime contracts awarded in item 8(B), specify the number awarded to certified DBEs during this reporting period.
- 8(E). From the total dollars awarded in 8(C), provide the dollar amount awarded to DBEs through the use of Race Conscious methods. See the definition of Race Conscious Goal in item 7 and the explanation of project types in item 8 to include in your calculation.
- 8(F). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Conscious methods.
- 8(G). From the total dollar amount awarded in item 8(C), provide the dollar amount awarded to certified DBEs through the use of Race Neutral methods. See the definition of Race Neutral Goal in item 7 and the explanation of project types in item 8 to include.
- 8(H). From the total number of prime contracts awarded in 8(D), specify the number awarded to DBEs through Race Neutral methods.
- 8(I). Of all prime contracts awarded this reporting period, calculate the percentage going to DBEs. Divide the dollar amount in item 8(C) by the dollar amount in item 8(A) to derive this percentage. Round percentage to the nearest tenth.
- 9(A)-9(I). Items 9(A)-9(I) are derived in the same way as items 8(A)-8(I), except that these calculations should be based on subcontracts rather than prime contracts. Unlike prime contracts, which may only be awarded, subcontracts may be either awarded or committed.
- 10(A)-11(I). For all DBEs awarded prime contracts and awarded or committed subcontracts as indicated in 8(C)-(D) and 9(C)-(D), break the data down further by total dollar amount as well as the number of all contracts going to each ethnic group as well as to non-minority women. The "Other" category includes those DBEs who are not members of the presumptively disadvantaged groups already listed, but who are determined eligible for the DBE program on an individual basis (e.g. a Caucasian male with a disability). The TOTALS value in 10(H) should equal the sum of 8(C) plus 9(C), and similarly, the TOTALS value in 11(H) should equal the sum of 8(D) plus 9(D). Column I should only be filled out if this report is due on December 1, as indicated in item 5. The values for this column are derived by adding the values reported in column H in your first report with the values reported in this second report.
- 12(A). Provide the total number of prime contracts completed during this reporting period that had Race Conscious goals. Race Conscious contracts are those with contract goals or another Race Conscious measure.
- 12(B). Provide the total dollar value of prime contracts completed this reporting period that had Race Conscious goals.
- 12(C). Provide the total dollar amount of DBE participation on all Race Conscious prime contracts completed this reporting period that was necessary to meet the contract goals on them. This applies only to Race Conscious prime contracts.
- 12(D). Provide the actual total DBE participation in dollars on the race conscious prime contracts completed this reporting period.
- 12(E). Of all the prime contracts completed this reporting period, calculate the percentage of DBE participation. Divide the actual total dollar amount in 12(D) by the total dollar value provided in 12(B) to derive this percentage. Round to the nearest tenth.
- 13(A)-13(E). Items 13(A)-13(E) are derived in the same manner as items 12(A)-12(E), except these figures should be based on Race Neutral prime contracts (i.e. those with no race conscious measures).
- 14(A)-14(E). Calculate the totals for each column by adding the race conscious and neutral figures provided in each row above.
15. Name of the Authorized Representative preparing this form.
16. Signature of the Authorized Representative.
17. Phone number of the Authorized Representative.
18. Fax number of the Authorized Representative.

****Submit your completed report to your Regional or Division Office.**

User Guide
Report of DBE Commitments/Awards and Payments
Instructions for Completing Web-Based Version

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Business Requirements

**Process
Description**

1. Once a year (for FAA) or twice a year (for FTA and FHWA), you will receive a letter specifying the username, password, and URL to use for submitting the Web-based version of the Federal form, "Uniform Report of DBE Commitments/Awards and Payments."
 2. Use the information in the letter (step 1) and these instructions to access, complete, and submit the Web-based version.
-

Federal Form

Correlation

The Federal form (shown below) is a reference for completing the Web-based version. The instructions for completing the Web-based version are cross-referenced to the Federal form.

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 checked="" type="checkbox"/> FTA--Vendor Number									
2. AIP Numbers (FAA Recipients Only):									
3. Federal fiscal year in which reporting period falls: FY 2006					4. Date This Report Submitted: 11/29/2006				
5. Reporting Period <input type="checkbox"/> Report due June 1 (for period Oct. 1-Mar. 31) <input checked="" type="checkbox"/> Report due Dec. 1 (for period Oct. 1 1-Sept. 30) <input type="checkbox"/> FAA annual report due Dec. 1									
6. Name and address of Recipient: Michigan Department of Transportation; 425 W. Ottawa, Lansing, Michigan 48933									
7. Annual DBE Goal(s): Race Conscious Goal % Race Neutral Goal % OVERALL Goal %									
7.5 Percentage of Total Dollars Committed/Awarded to DBEs: % (divide total dollars to DBEs in 9.5(C) by the total dollars in 8(A))									
COMMITMENTS/AWARDS 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) [E+G]	Total to DBEs (number) [F+H]	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 [C/A]
8. Prime contracts awarded this period	\$6,816,363	645	\$19,471	10			\$19,471	10	0.29%
9. Subcontracts committed/awarded this period	\$3,200	1							0.00%
9.5 Totals			\$19,471	10			\$19,471	10	
DBE COMMITMENTS/AWARDS THIS REPORTING PERIOD-BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D	E	F	G	H	TOTALS [A+B+C+D+E+F+G]
	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)		
10. Total Number of Contracts (Prime and Sub)						8	2	10	
11. Total Dollar Value						\$6,694	\$12,777	\$19,471	
ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A		B		C		D		E
	Number of Prime Contracts Completed		Total Dollar Value of Prime Contracts Completed		DBE Participation Needed to Meet Goal (Dollars)		Total DBE Participation (Dollars)		Percentage of Total DBE Participation
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:				

Notes: All dollars represent Federal dollars.
Brackets in 8(G) and 13(D) represent DBE participation beyond what was needed to meet the goal.

Web-Based Version of Federal Form


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

* 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:

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

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 (\$)	<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)	<input type="text"/>	<input type="text"/>
Total to DBEs (Race Conscious & Neutral) (b)	<input type="text"/>	<input type="text"/>

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

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:

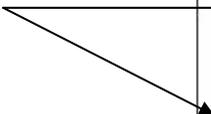
* E-mail Address:

* Confirm E-mail Address:

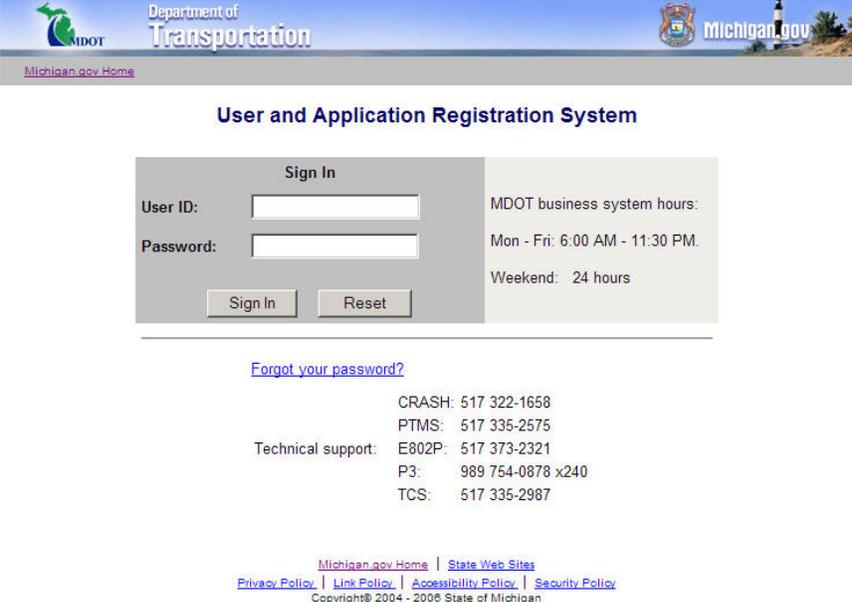
* Phone Number: - - Fax Number: - -

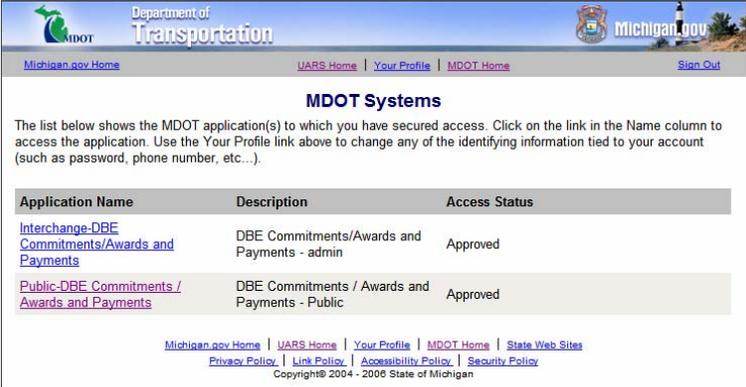
* = Required Fields

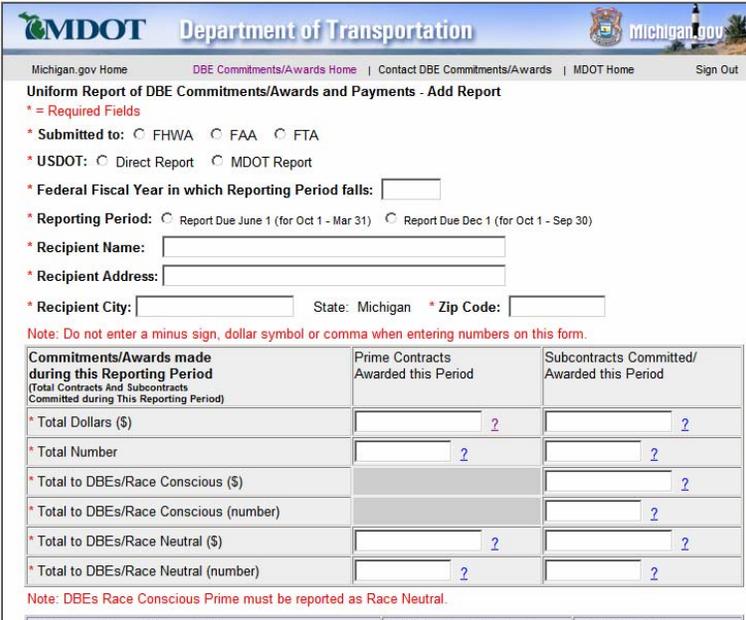
See Note



How to Access the Web-Based Version

Step	Action
1	<p>In the Address box of your Internet browser, enter the following address:</p> <p style="text-align: center;">https://mdotwas1.mdot.state.mi.us/login/userLogin.do</p>
2	<p>Press the Enter key.</p> <p>The User and Application Registration System screen is displayed.</p> 
3	<p>In the User ID: field, enter the username given in the letter from MDOT. For example:</p> <p style="text-align: center;">houghtontransit</p>
4	<p>Press the Tab key.</p>
5	<p>In the Password field, enter the password given in the letter from MDOT. For example:</p> <p style="text-align: center;">49cfr26report</p> <p style="text-align: right;">See Next Page ⇒</p>

Step	Action
6	<p>Press the Enter key OR click the Sign In button.</p> <p>The MDOT Systems screen is displayed as shown here:</p>  <p style="text-align: right;">See Next Page ⇒</p>

Step	Action						
7	<p>Click the Public DBE Commitment/Awards and Payments link as shown here:</p> <div data-bbox="727 367 1299 646" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th>Application Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Interchange-DBE Commitments/Awards and Payments</td> <td>DBE Commr Payments -</td> </tr> <tr> <td>Public-DBE Commitments / Awards and Payments</td> <td>DBE Commr Payments -</td> </tr> </tbody> </table> </div> <p>The Uniform Report of DBE Commitments/Awards and Payments – Add Report screen is displayed as shown here:</p> <div data-bbox="636 768 1382 1388" style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div>	Application Name	Description	Interchange-DBE Commitments/Awards and Payments	DBE Commr Payments -	Public-DBE Commitments / Awards and Payments	DBE Commr Payments -
Application Name	Description						
Interchange-DBE Commitments/Awards and Payments	DBE Commr Payments -						
Public-DBE Commitments / Awards and Payments	DBE Commr Payments -						
8	<p>Refer to the diagrams on the next two pages, and then go on to "Orientation to the Web-Based Version."</p>						

Orientation to the Web-Based Version

Web-Based Version Basics

- Do not enter a minus sign, dollar symbol, or comma when entering numbers on the screen.
- All fields marked with a red asterisk (*) must be filled in. If you have nothing to report for a field marked with a red asterisk, enter "0" (zero).
- Because the Web-based version is longer than the screen, use the control bar at the right side of the screen to "scroll" from top to bottom:
 - a) Move the mouse pointer to the control bar as shown.

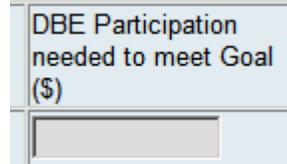


- b) Hold the mouse button down, and move the control bar up or down to display the Web-based version from top to bottom.

See Next Page ⇒

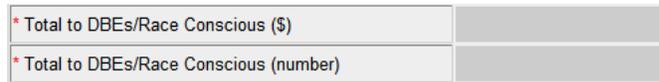
**Web-Based
Version Basics
(continued)**

- You cannot enter data into a gray field such as the one shown in the following diagram. The data you enter in other fields is calculated and the result is automatically supplied to the appropriate gray field.



A screenshot of a web-based form. It features a light blue header box containing the text "DBE Participation needed to meet Goal (\$)". Below this header is a rectangular input field that is shaded gray, indicating it is a calculated field where data cannot be manually entered.

- Shaded areas such as the ones shown in the following diagram are no-entry. On the Web-based version, enter Race Conscious DBE Primes as Race Neutral. See the diagram and note on page 3.



A screenshot of a table with two rows. Each row has a text label on the left and a shaded gray cell on the right. The first row is labeled "* Total to DBEs/Race Conscious (\$)" and the second row is labeled "* Total to DBEs/Race Conscious (number)".

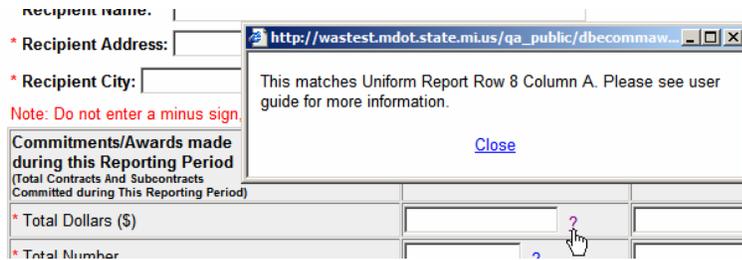
* Total to DBEs/Race Conscious (\$)	
* Total to DBEs/Race Conscious (number)	

**Cross
References**

Some fields on the Web-based version, such as the one indicated by the hand pointer in the following diagram, show an underlined question mark character (?). The ? is a link to cross-reference information.

When you click the ? link, a pop-up box is displayed. The box specifies the field on the Federal form that matches the indicated field on the Web-based version.

EXAMPLE: If you use the hand pointer to click the ? link in the "*Total Dollars (\$)" field on the Web-based version, the pop-up box matches it to Row 8 Column A on the Federal form.



So, in the "*Total Dollars (\$)"field on the Web-based version, enter the data you would enter in the Row 8 column A field on the Federal form.

	A
COMMITMENTS/AWARDS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts committed during this reporting period)	Total Dollars
8. Prime contracts awarded this period	\$6,816,363

Instructions for Completing the Web-Based Version

Required Fields

You must enter data in all the fields marked with a red asterisk (*).

Field by Field Instructions

This section contains a diagram of each field on the Web-based version and instructions for filling in that field.

* Submitted to: FHWA FAA FTA

Refer to the letter you received from MDOT.

* USDOT: Direct Report MDOT Report

- If your agency receives money directly from FHWA, FAA, or FTA and you submit reports directly to that agency, click **Direct Report**.
- If your agency is an MDOT grantee that receives FHWA, FAA, or FTA funds only from MDOT, click **MDOT Report**.

* Federal Fiscal Year in which Reporting Period falls:

Refer to the letter you received from MDOT.

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

Refer to the letter you received from MDOT if you are not sure which reporting period to choose.

See Next Page ⇒

* Recipient Name:

* Recipient Address:

* Recipient City: State: Michigan * Zip Code:

Your agency is the Recipient. Enter the name and address of your agency.

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

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 (\$)	<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.

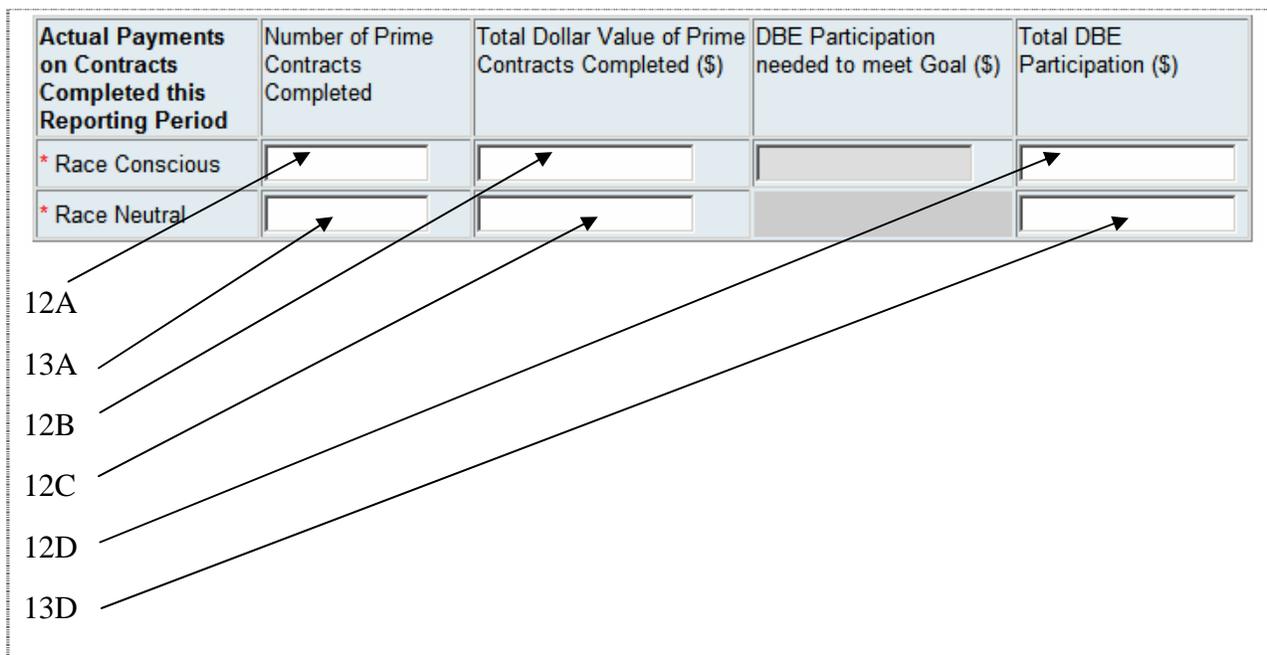
- For each field, click on the [?](#) link and locate the matching field on the Federal form.
- The Federal form is wide and the Web-based version is long and narrow. The fields are not in the same positions, but the labels are the same.
- Match the labels. Verify that you are entering each number in the correct field.
- Do not enter a minus sign, dollar symbol, or comma when entering numbers.
- Ignore the shaded areas.
- Report the DBEs/Race Conscious \$ and number in the respective Race Neutral fields.

See Next Page ⇒

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

- For each field, click on the [?](#) link and locate the matching field on the Federal form.
- The Federal form is wide and the Web-based version is long and narrow. The fields are not in the same positions, but the labels are the same.
- Match the field labels. Verify that you are entering each number in the correct field.
- Do not enter a minus sign, dollar symbol, or comma when entering numbers.
- You cannot enter data into gray fields. When you have completed the fields to this point on the report, the data is calculated and values are supplied to the appropriate gray fields.
- If the fields do not total properly, or if you have left a required field blank, you will receive an error message on the screen that tells you what actions to take.

See Next Page ⇒



- Use the arrows and labels in the diagram above to match the Web-based field labels with the Federal form labels. Verify that you are entering each number in the correct field.
- Refer to the Federal form for reference. The Federal form is wide and the Web-based version is long and narrow. The fields are not in the same positions, but the labels are the same.
- Do not enter a minus sign, dollar symbol, or comma when entering numbers.
- You cannot enter data into gray fields. When you have completed the fields to this point on the report, the data is calculated and values are supplied to the appropriate gray fields.
- Ignore the shaded area.
- If the fields do not total properly, or if you have left a required field blank, you will receive an error message on the screen that tells you what actions to take.

See Next Page ⇒

(Name of Authorized Representative)

* Submitted by:

* E-mail Address:

* Confirm E-mail Address:

* Phone Number: - - Fax Number: - -

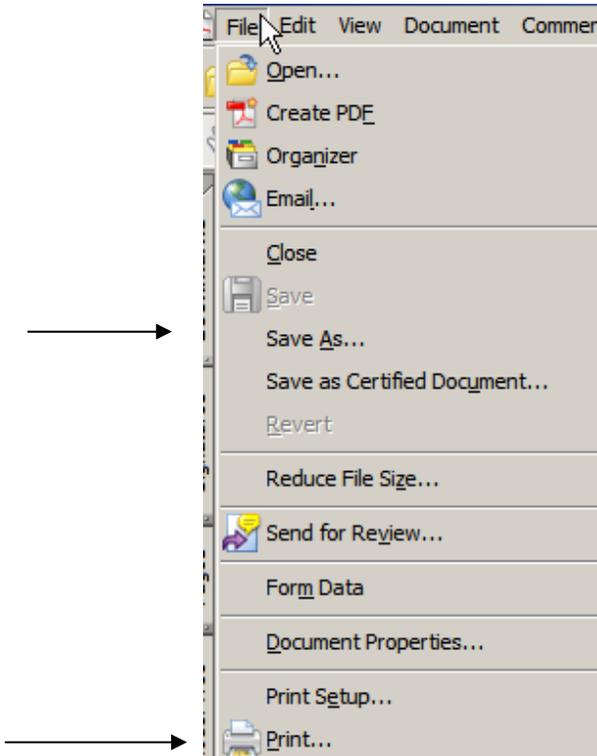
The person filling out the report is the Authorized Representative. Enter the contact information for the person submitting this report:

- The name of the agency representative authorized to submit the report.
 - The submitter's work e-mail address.
 - The submitter's work e-mail address again (to confirm it).
 - The submitting agency's telephone number including area code.
 - The submitting agency's fax number including area code.
-

How to Submit the Web-Based Report

Step	Action
1	Check your work carefully.
2	<p>If you want to clear the data you entered and start over, click Reset. The fields clear and you can start again.</p> <div style="text-align: center;">  </div>
3	<p>If you want to submit the data you entered, click Submit.</p> <p>The following page displays confirming that the report has been submitted successfully.</p> 

How to Print or Save a Copy of Your Report

Step	Action
1	<p>Click the red PDF icon on the "submitted successfully" screen.</p> <p style="text-align: center;">View Completed Form </p> <p>The report is displayed in the format of the Federal form.</p>
2	<p>To save a copy of the report to your local disk, click the File menu as shown, and select Save As.</p> 
3	<p>To print a copy of the report, select Print.</p>