



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

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Washington

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## **REGION 10 BULLETIN NO: 09-64**

Subject: DBE Reporting Webinar

Program Area: Civil Rights

Date: November 23, 2009

With the upcoming deadline of December 1, 2009, National Transit Institute (NTI) in collaboration with the Federal Transit Administration (FTA), is pleased to announce its upcoming webinar, **Uniform Report of Disadvantaged Business Enterprise (DBE) Awards or Commitments and Payment Requirements** on Tuesday, November 24, 2009 from 2:00 PM - 3:30 PM EST.

FTA grant recipients are required to ensure compliance with DBE regulations. A key part of this monitoring process is the bi-annual submission of the ***Uniform Report of DBE Awards or Commitments and Payment Requirements***. The next submission is due December 1, 2009. This webinar focuses on completing the report. Topics will include:

- A review of the instructions for completing the report form including common questions that arise from grantees
- Illustrations of how to complete the various types of scenarios (i.e. construction project work, activity funded out of an agency's operating budget, multi-year contracts, etc)
- A discussion of issues and problems encountered with submissions

The webinar will be presented by Denise Bailey, Principal, Milligan and Company, LLC. Ms. Bailey teaches NTI's DBE training course. Participants will log into the webinar to access the graphic content and dial into an audio-teleconference.

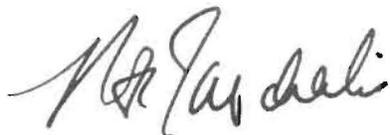
The webinar is **FREE** but you must register to receive the log-in information. To register, go to <http://www.ntionline.com>. From the home page, click on T-Classes and Webinars, then Uniform Report of DBE Awards or Commitments and Payment Requirements. You may also register by clicking on the following link:

<http://www.ntionline.com/CourseInfo.asp?CourseNumber=TRI18-14>.

For more information, contact Greta Ritz, 732-932-1700, ext. 255 or [gretar@rutgers.edu](mailto:gretar@rutgers.edu).

For local DBE assistance, please contact Region 10's Monica McCallum at 206-220-4462 or [monica.mccallum@dot.gov](mailto:monica.mccallum@dot.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "R.F. Krochalis". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

R.F. Krochalis  
Regional Administrator