



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

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REGION 10 BULLETIN NO: 2010-69

Subject: Counting DBE Participation toward Your Goal and Submitting the Uniform DBE Report Webinar

Program Area: Civil Rights Training

Date: September 30, 2010

You are invited to participate in the Federal Transit Administration (FTA) **“Counting Disadvantaged Business Enterprise (DBE) Participation toward Your Goal and Submitting the Uniform DBE Report”** webinar on **Monday, October 4, 2010** from **12:30 – 2:30 pm Pacific Time**.

FTA recipients who anticipate contracting over \$250,000 of FTA funds are required to have a DBE Program approved by the FTA. In addition, those recipients are required to submit DBE Goals once every three years and the Uniform Report on DBE Awards, Commitments and Payments every December 1st and June 1st. The upcoming December 1st report covers awards and contracts completed April 1, 2010 through September 30, 2010.

This course provides participants with an introduction to understanding the rules and concepts for counting DBE Participation in compliance with 49 CFR Part 26. We will also take an in depth look at completing the Uniform Report, and look briefly at upcoming requirements such as web based reporting.

There will be a webinar scheduled at a later date for State Department of Transportations and their sub-recipients.

We recommend that you complete this checklist at least 30 minutes prior to starting the webinar:

1. Check your system to ensure you have the Flash Player and the necessary Acrobat Add-in installed by selecting the following link:
http://admin.breezecentral.com/common/help/en/support/meeting_test.htm. Please do these tests 30 minutes prior to your webinar start time.
2. If you are unfamiliar with Federal Highway Administration’s Web conferencing system you may want to take some training and review our online resources available at:
<http://fhwa.acrobat.com/wcguide>.

Bulletin – Counting DBE Participation toward Your Goal and Submitting the Uniform DBE Report Webinar

There are limited spots for participation, so please register with Region 10's Monica McCallum at (206) 220-4462 or email monica.mccallum@dot.gov to get the sign-on information.

Sincerely,



R.F. Krochalis
Regional Administrator

