

To be included in the following section of the DBE Program:
Section 26.11 - What records do recipients keep and report?

DBE REPORTING REQUIREMENTS

Per 49 CFR Part 26.11, Federal Transit Administration grantees are to submit semi-annual "Uniform Report of DBE Commitments/Awards and Payments."

The deadline for submitting these reports is **June 1** for the period October 1 through March 31, and **December 1** for the period April 1 through September 30.

Prior to these deadlines, the reports must be submitted within the TRAM-Web system and marked "Ready for Regional Review."

Citrus Connection Procedures

The Executive Assistant is responsible for accurate completion and timely submission of these reports. The Executive Assistant may receive information to assist in completing the reports from the Grants Specialist who works closely with the DBE community in identifying potential DBEs and alerting them of potential contracting opportunities.

In the absence of the Executive Assistant, the responsibility of accurate completion and timely submission of the semi-annual DBE reports goes to the Tom Phillips.

Once the reports are timely downloaded into TRAM-Web, Citrus Connection will notify the FTA Region IV Civil Rights staff via e-mail that the reports are in TRAM-Web and are ready for regional review.