ADOT DBE Program Requirements

Transit Subrecipients

October 6, 2021

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ADOT - Transit

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Contract Reporting

- On every reimbursement request, you are certifying that you are reporting your contracting opportunities into the LPA/DBE database

Please confirm, as part of the DBE program, all contract payments invoiced have been entered in LPA system.
https://arizonalpa.dbesystem.com/

☑ I Agree*

- Payments to Vendors
- Purchase orders

Remember: If you use the funds--Report

ADOT

Contract Reporting

- www.azdot.gov/transitguidebooks

- LPA Reporting Guide for assistance
  Using the LPA DBE System

Transit Subrecipient Reporting

Where?

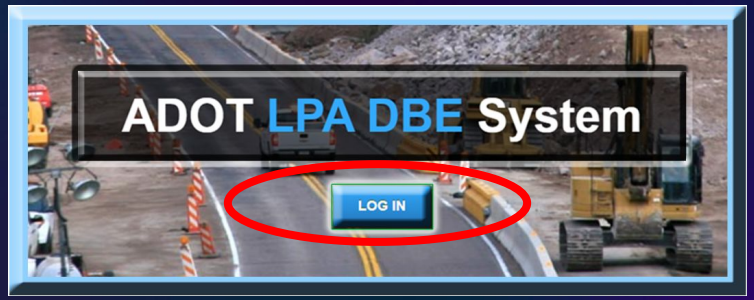
- Log into the ADOT LPA DBE System at arizonalpa.dbesystem.com

- Your user name is your email address

Transit Subrecipient Reporting

Where?

For password and account support; select the “LOG IN” button in the center of the screen



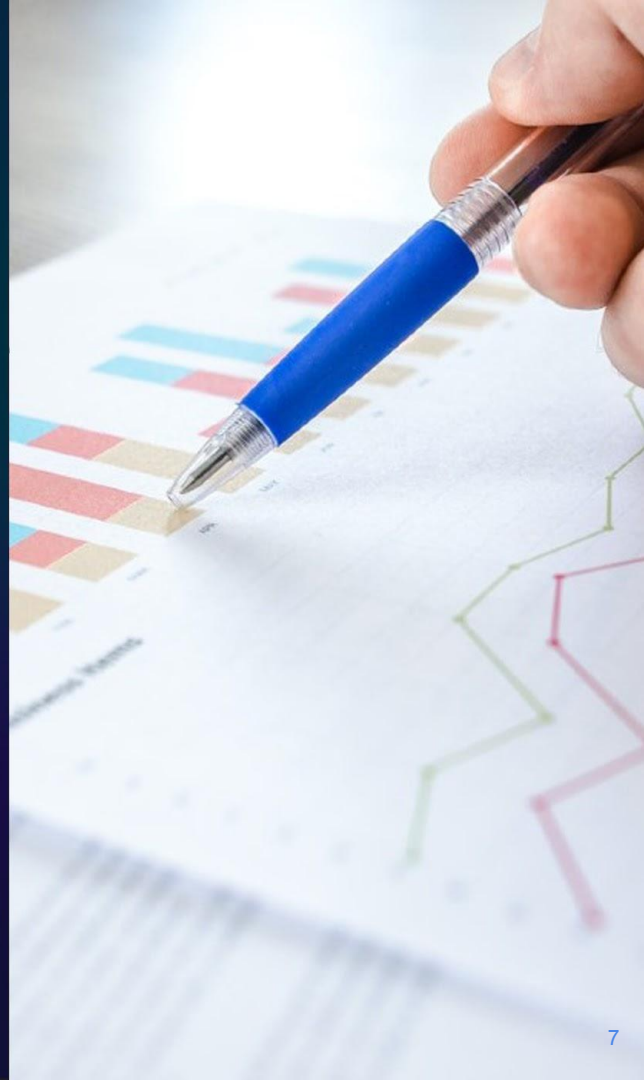
The password information will be sent to you, using the email address you provided

Contact your ADOT Program Manager if you need further assistance

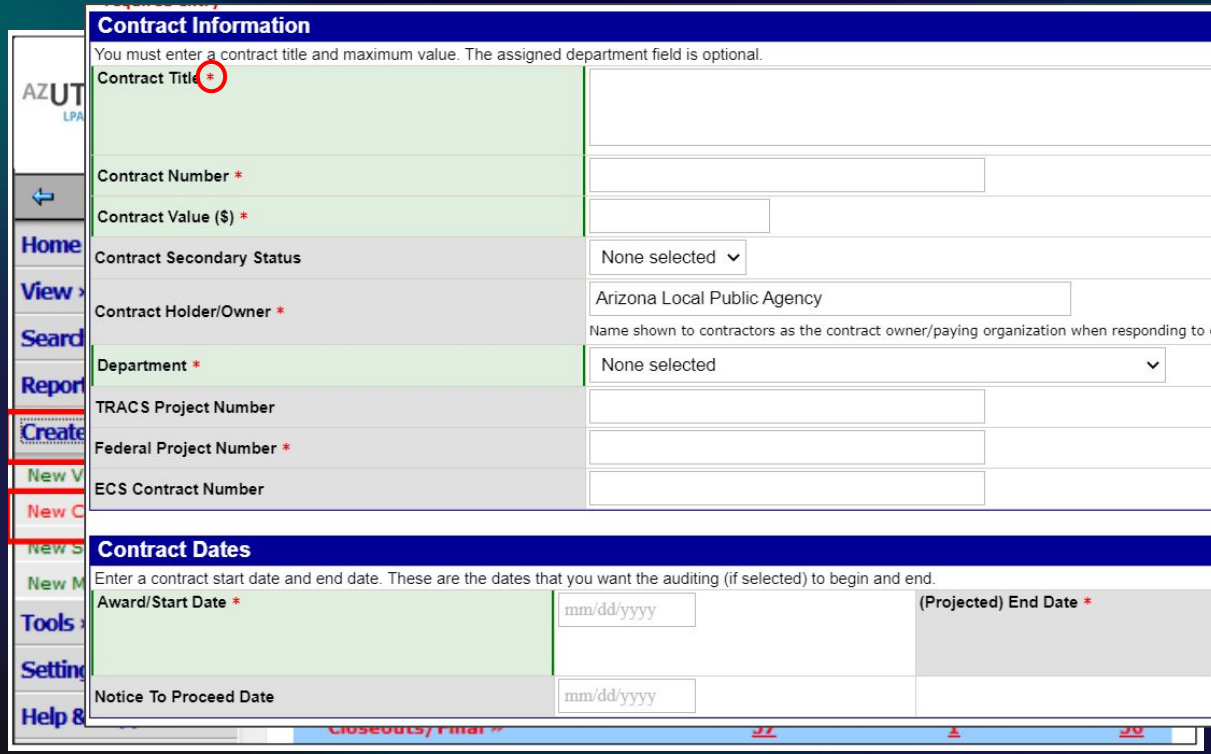
Transit Subrecipient Reporting

What?

Gas: WEX or other	Yes
Utilities	No
Trash	Contract = Yes City Utility = No
Staff Salaries	No
Printing $50	Yes
Cleaning Service	Yes
Auditor / Lawyer	Yes
TSO Mobile / Cell phone service	Yes



Transit Subrecipient Reporting
Contract Setup



Contract Information

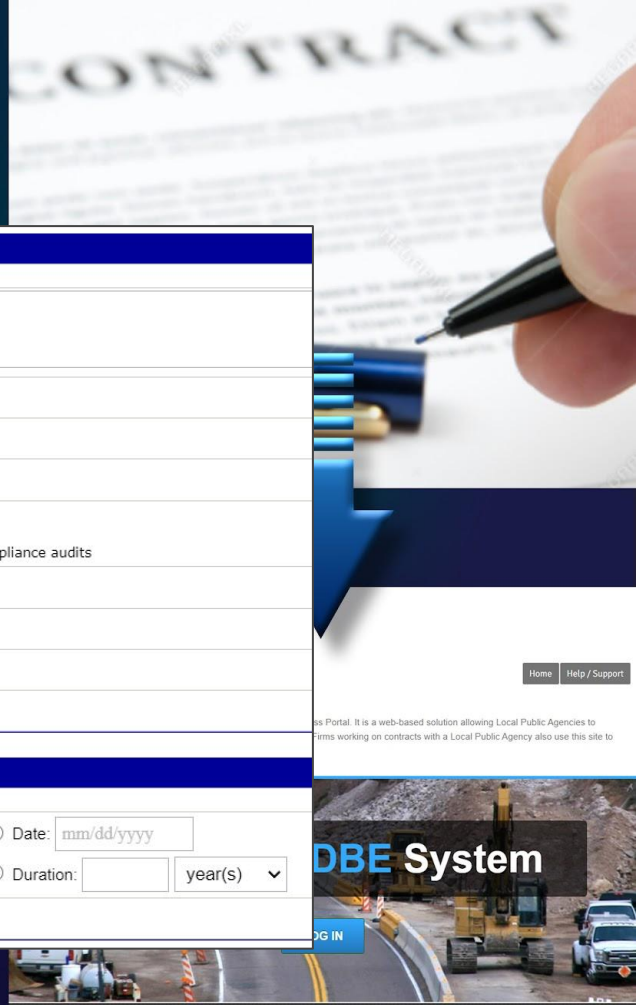
You must enter a contract title and maximum value. The assigned department field is optional.

Contract Title *	
Contract Number *	
Contract Value ($) *	
Contract Secondary Status	None selected
Contract Holder/Owner *	Arizona Local Public Agency Name shown to contractors as the contract owner/paying organization when responding to compliance audits
Department *	None selected
TRACS Project Number	
Federal Project Number *	
ECS Contract Number	

Contract Dates

Enter a contract start date and end date. These are the dates that you want the auditing (if selected) to begin and end.

Award/Start Date *	mm/dd/yyyy	(Projected) End Date *	Date: mm/dd/yyyy Duration: year(s)
Notice To Proceed Date	mm/dd/yyyy		



Transit Subrecipient Reporting
Contract Setup

- Click on “Get Vendor” to select the correct vendor profile, noting that firms may have multiple profiles for the different cities they do business in
- Identify the “Prime Compliance Contact” person along with the “Prime Address”

Contract Dates

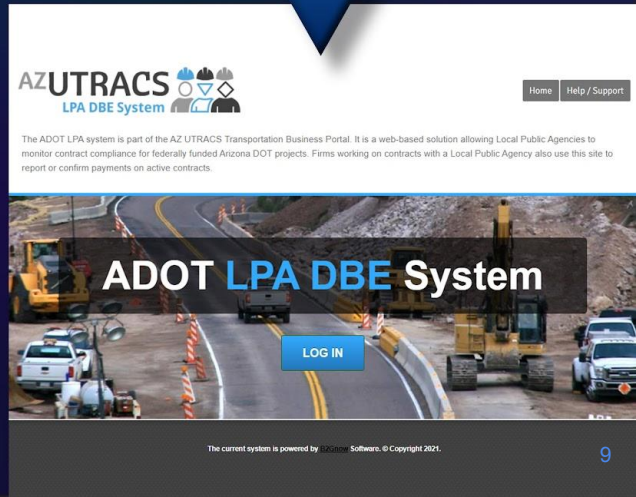
Enter a contract start date and end date. These are the dates that you want the auditing (if selected) to begin and end.

Award/Start Date *	(mm/dd/yyyy)	(Projected) End Date *	Date: (mm/dd/yyyy) Duration: year(s)
Notice To Proceed Date	(mm/dd/yyyy)		

Prime Contractor Information

The contract must be assigned to a prime contractor. Enter the B2Gnow user number for the prime contractor, or click **Get Vendor** to search and select a user.

Prime Contractor *	Type name of vendor: - use * before and after text for wildcard (e.g. *acme*) - not case sensitive, but punctuation and spaces are important - after selecting prime, the contact and address fields will auto-fill or Get Vendor from vendor database
Prime Compliance Contact *	None selected Contact not listed? QuickAdd a new compliance contact.
Prime Address *	None selected Address not listed? QuickAdd a new address.



Transit Subrecipient Reporting
Contract Setup

Select the appropriate “Buyer/Project Manager (in-system user)” = your department

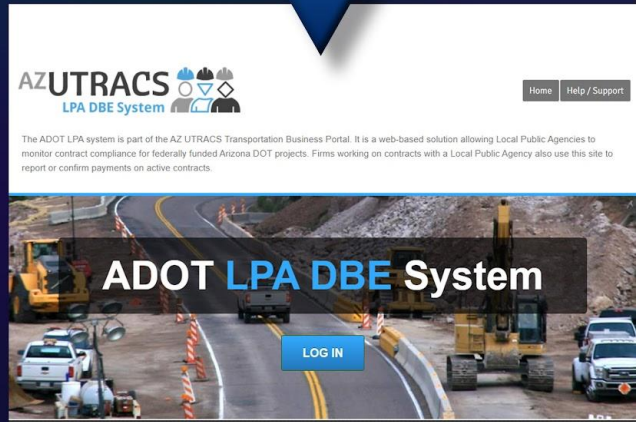
Organization Contacts

The contract must be assigned to a buyer/contract administrator; select a user from the list. Additional contacts can be designated.

Buyer/Project Manager (in-system user) * None selected

Additional Organization Contacts

	Name	Role	Department	Email, Phone & Fax
Contact #1:				E: P: - Ext. F: -
Contact #2:				E: P: - Ext. F: -
Contact #3:				E: P: - Ext. F: -



Transit Subrecipient Reporting
Contract Setup

Contract Settings

Diversity Goal(s) *

» Help with goals

Goal Type	Required Goal	Proposed/ Committed Goal	Actual Goal
DBE:	0 %	0 %	0 %

External Funding Sources

» Help with funding sources

Funding source based on: percent

Category	$ Value	% Proportion
Federal: *	$	% « Calculate
State:	$	%
Local:	$	%

FHWA:	%
FTA: 80	%
FAA:	%
FRA:	%
HUD:	%
Other:	%

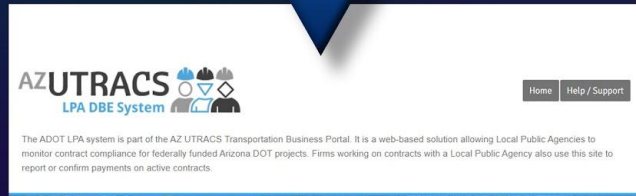
Contract Type *: None selected

Contract Category: None selected

Contract Visible to Contractors *
- (•) Yes
- ( ) No

Prime Permitted to Self-Request Additional Subcontractors *
- (•) Yes [default] - Prime can self-request additional subcontractors electronically; ALL are subject to approval by authorized staff.
- ( ) Yes - Prime can self-request additional subcontractors electronically. For Credit subcontractors are subject to approval by authorized staff; other subcontractors will automatically be added to the contract.
- ( ) Yes - Prime can self-request additional subcontractors electronically; ALL are auto-approved and added to the contract.
- ( ) No - All subcontractor additional requests must be submitted in writing.

Federal Funding Source *: FTA

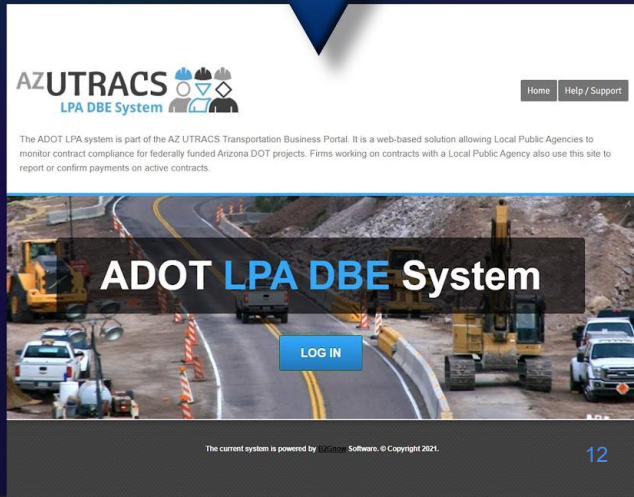


Transit Subrecipient Reporting
Payment Reporting

- Best business practice is to report payments in the LPA DBE System when you request reimbursement
- At the latest, by the end of each semi-annual reporting cycle make sure to enter all of your contracts and payments

All FTA funded contracts:
Active between Oct 1st – Mar 31st by COB May 1st
Active between Apr 1st – Sep 30th by COB Nov 1st

Refer to the
"Payment Reporting Guide for Subrecipients"
to enter payments into the LPA DBE System

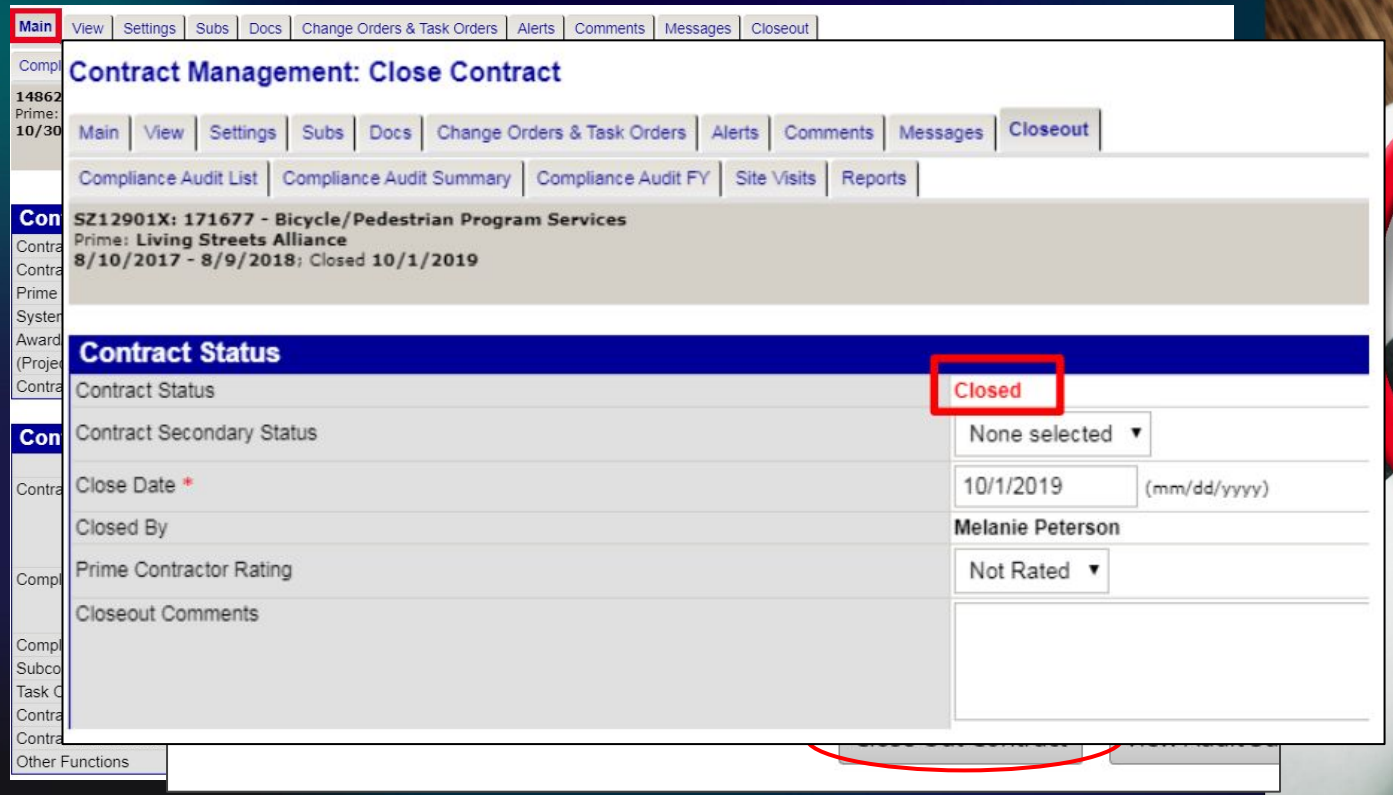


Closing Contracts

- When should we close the contract?
- How long can it stay open?

Contract Amount & End Date	Status
ALL	All
$220,000 9/30/2018	Closed
$190,000 9/30/2019	Closed
$400,000 10/1/2022	Open

Closing Contracts



Record Retention

- Keep copies of all procurement records
- Check receipts against their invoice
- Check against their DBE reporting

Construction, Planning or Operations Contracts

- Coordinate with PM as there are additional requirements
- AZ UTRACS and the LPA DBE System
- Subcontractors

Demonstration

- Sample Contract
- Sample Payment

https://arizonalpa.dbesystem.com/

QUESTIONS
ADOT

Key Take-Aways:

- Reporting Due by May 1 and November 1
- Close Old Contracts

Resources/Contact:

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5310 Program Manager/Assistant Transit Manager
Sara Allred: sallred@azdot.gov

ADOT BECO
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