ADOT DBE Program Requirements

Transit Subrecipients

November 10, 2022

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5311 Program Manager
ADOT - Transit

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LPA/SR Program Manager
ADOT - BECO

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!

Contract Reporting

www.azdot.gov/transitguidebooks

Using the LPA System User Guide

Transit Subrecipient Reporting

Where?

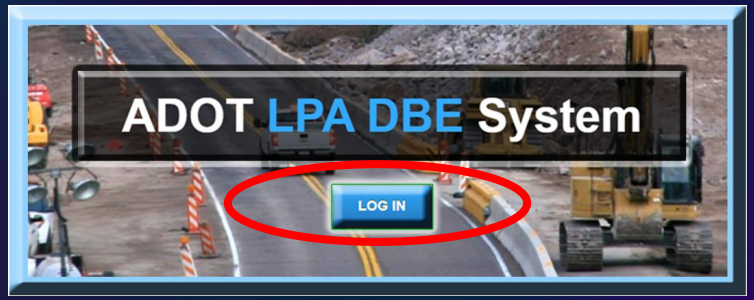
Log into the ADOT LPA DBE System at
arizonalpa.dbesystem.com

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



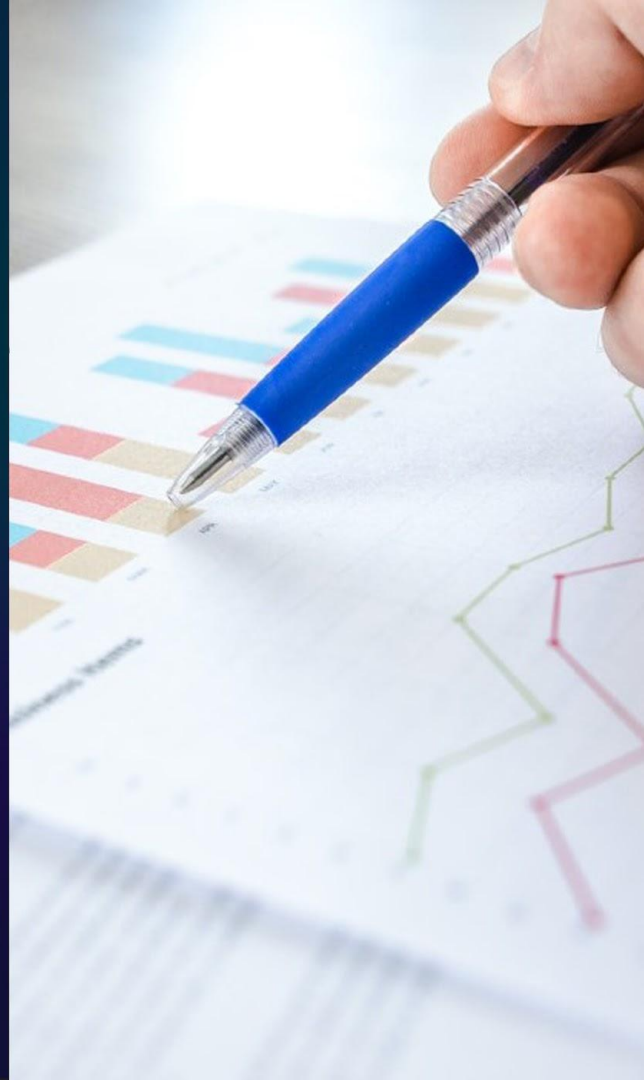
The password information will be sent to you, using the email address you provided

Contact your ADOT Program Manager if you need further assistance

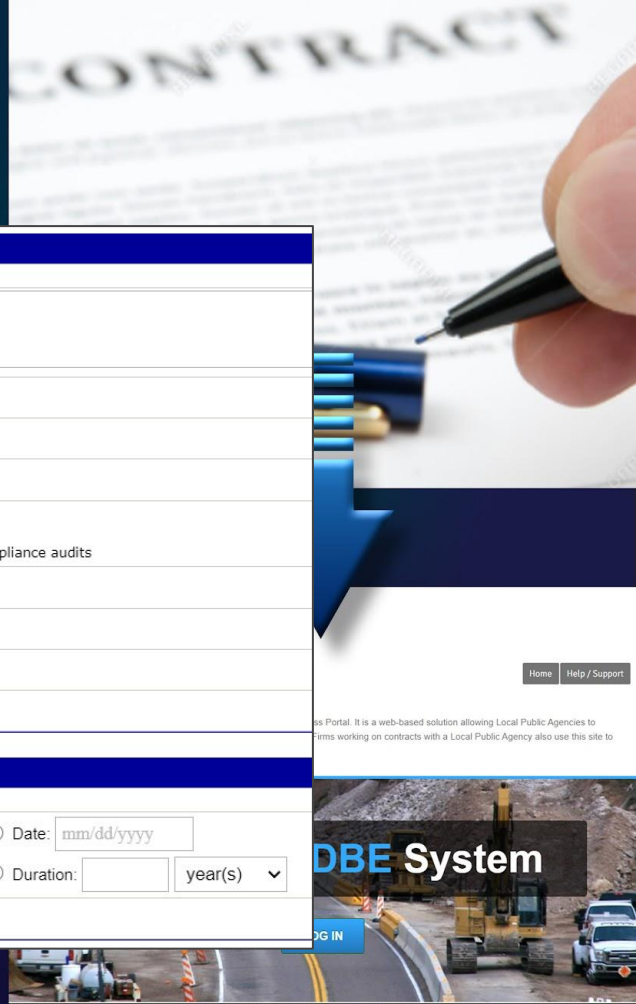
Transit Subrecipient Reporting

What?

Gas: WEX or other	
Utilities	
Trash	Contract City Utility
Staff Salaries	
Cleaning Service	
Auditor / Lawyer	
TSO Mobile / Cell phone service	
Maintenance Contract	
Vehicle Parts	



Transit Subrecipient Reporting
Contract Setup



Contract Information

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

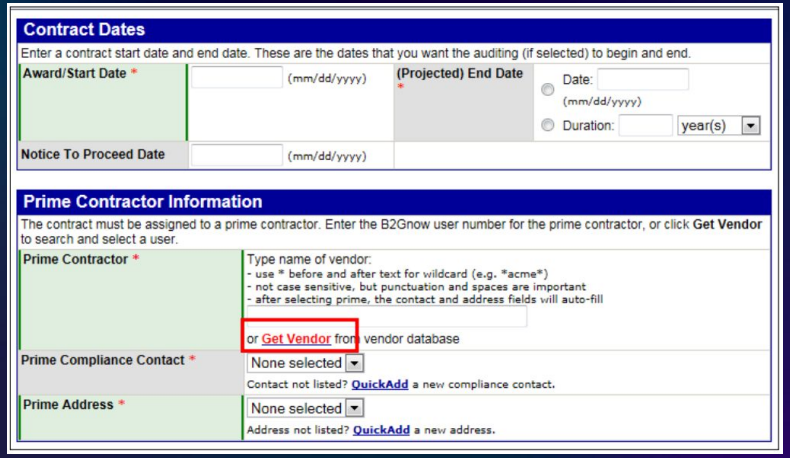
Contract Title *	
Contract Number *	
Contract Value ($) *	
Contract Secondary Status	None selected
Contract Holder/Owner *	Arizona Local Public Agency Name shown to contractors as the contract owner/paying organization when responding to compliance audits
Department *	None selected
TRACS Project Number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

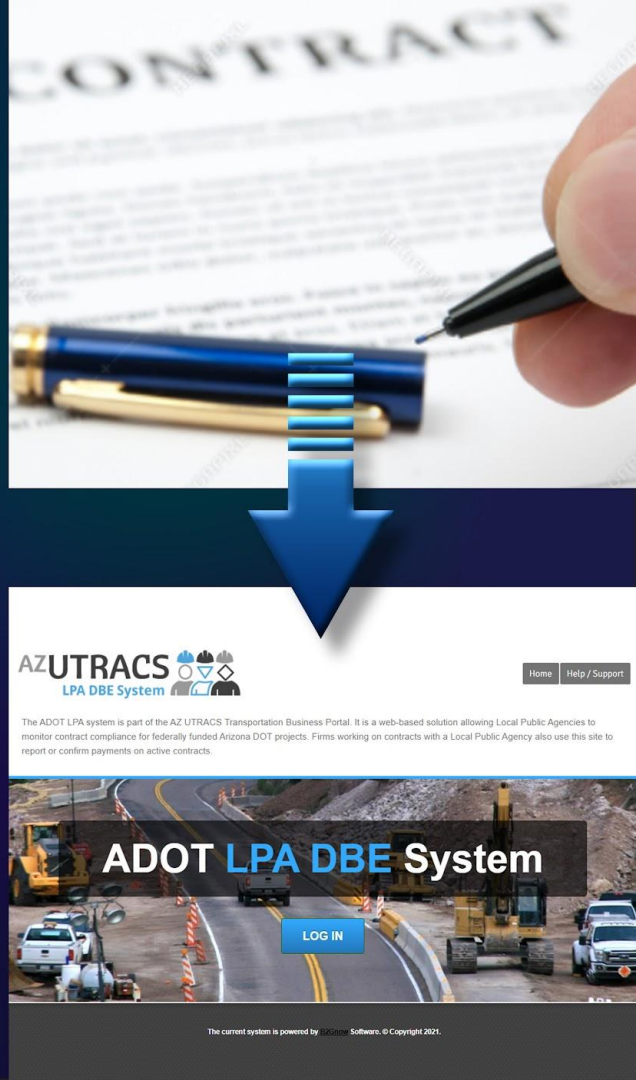
Contract Dates

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”

Transit Subrecipient Reporting
Contract Setup

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

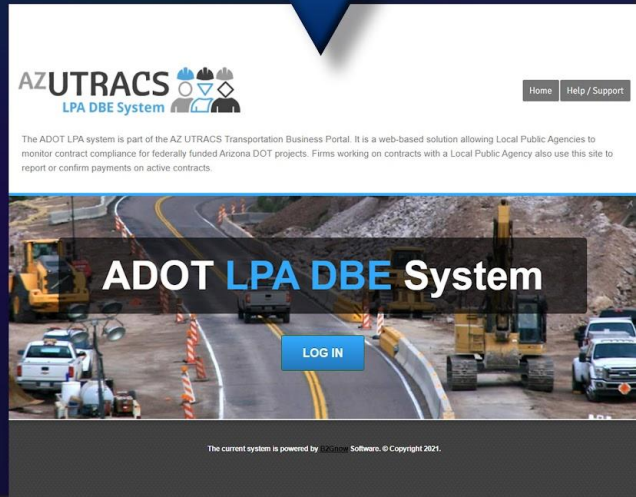
Organization Contacts

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:	%

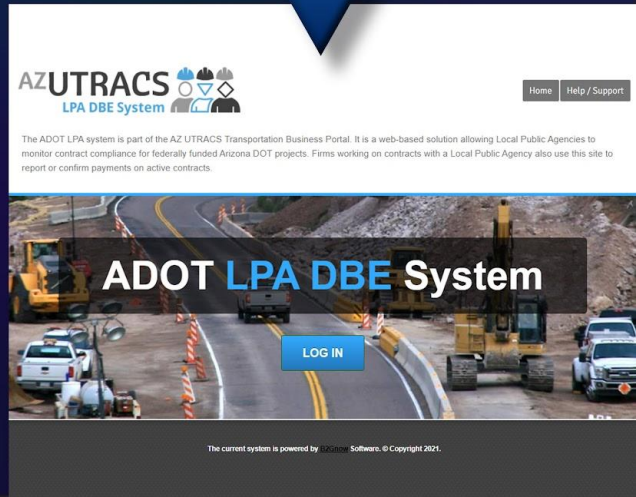
Contract Type *: None selected

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

Test 2020 00001	MDP Transit	5311 Rural Public Transit	$464,956 9/30/2022	Open	Main View Audit List Subs Audit Summary

Compliance Audit Summary - Total Contract

	Current Award	#	Award Percent	Payments	#	Payments Percent	Difference (Payments - Award)
Prime Contract	$464,955.56			$401,102.75			
For Credit	$0.00		0.000%	$0.00		0.000%	Goal matched
Contract Progress	86%						
For Credit Progress							

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Prime Contractor - Total Contract

Prime Contractor		Cert	Inc in Goal	Contracted % Paid %	Paid TO Prime Prime's Share
MDP Transit Aubree Perry aperry2@azdot.gov P 602-712-8947	Info Payments Profile Email	No	No	100.00% 100.00%	$401,103 $401,103

Transit Subrecipient Reporting
Payment Reporting

Compliance Audit Information

COMPLIANCE AUDIT PERIOD	September 2022
COMPLIANCE AUDIT STATUS	None selected Update
COMPLIANCE AUDIT REFERENCE	Add Reference
SYSTEM AUDIT NUMBER	06209409-0025
DATE POSTED	Local: 10/1/2022 4:04:08 AM CDT System: 10/1/2022 4:04:08 AM CDT
FINAL AUDIT?	No (mark audit as final)
PAYMENT TO PRIME	Not Reported - Submit

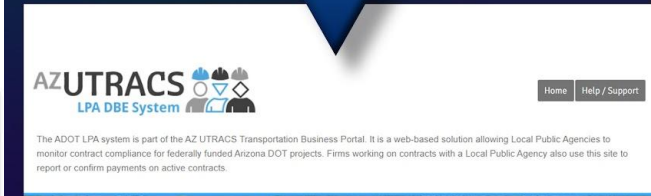
Add Comment

<< View August 2022 Audit <<

Click either to report a missing payment

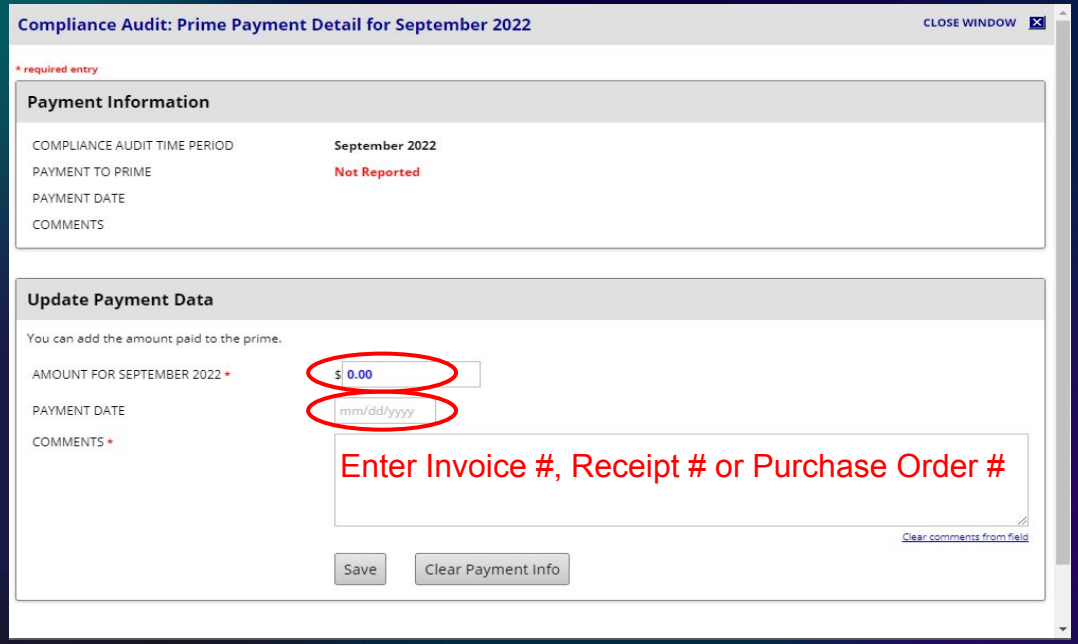
Compliance Audit Summary - September 2022 and Totals To September 2022

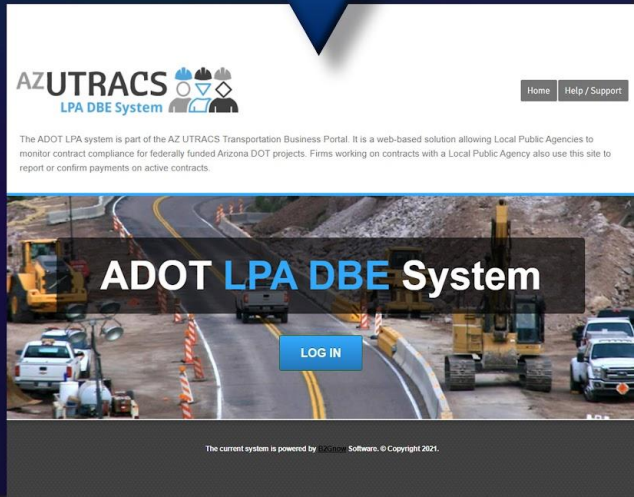
	September 2022 Payments	Percent	Totals to September 2022 Payments	Percent
Contract Award Value & Goal			$464,955.56	Goal: 0.000%
Paid to Prime	Not Reported		$401,102.75	
For Credit Payments	$0.00	0.000%	$0.00	0.000%



To enter payments into the LPA DBE System, refer to the "Payment Reporting Guide for Subrecipients"

Transit Subrecipient Reporting
Payment Reporting





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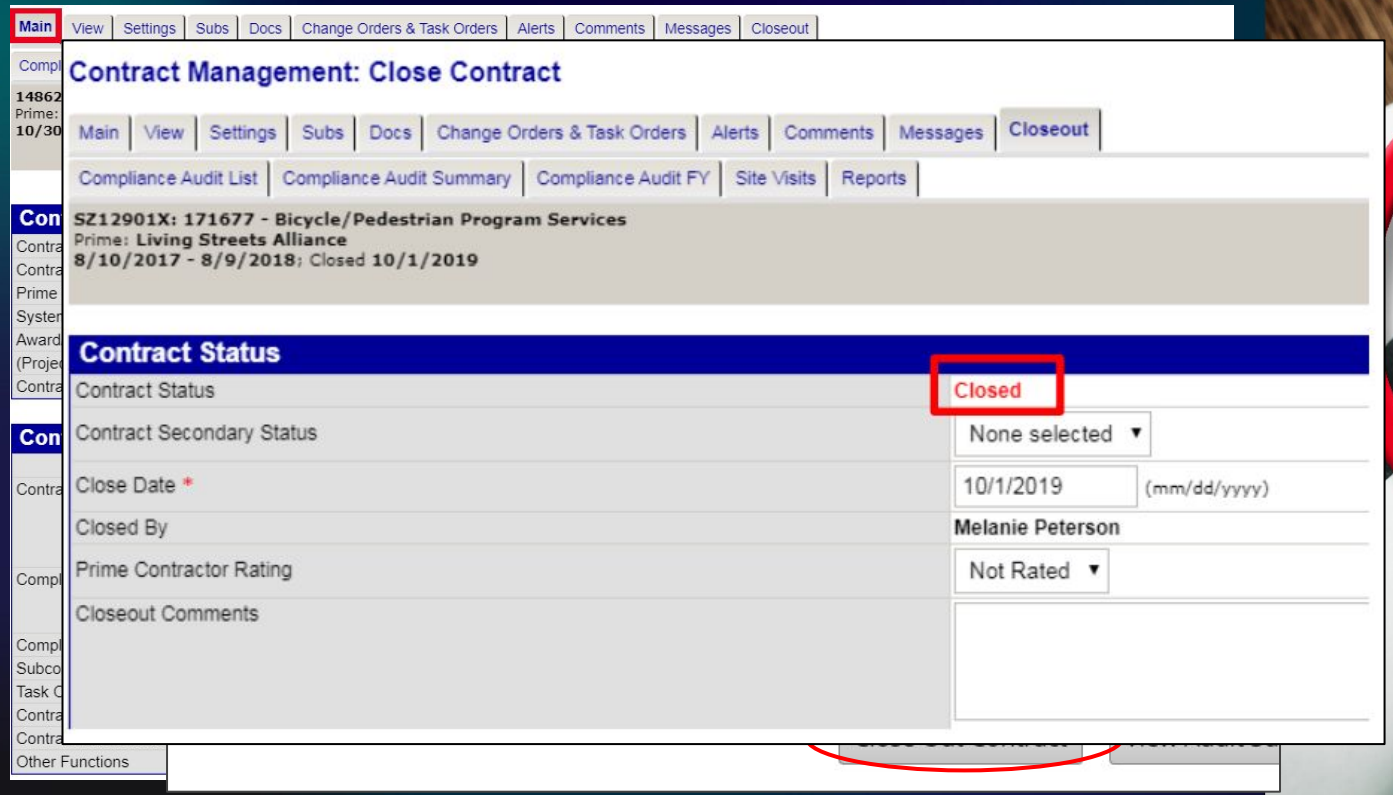
Closing Contracts

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 your invoices
- Check against your LPA DBE payment reporting

Construction, Planning or Operations Contracts

Coordinate with PM as there are additional requirements

AZ UTRACS and the LPA DBE System

Subcontractors

Demonstrating the LPA DBE System

Example Contract

Example Payment

LPA Website

QUESTIONS
ADOT

Key Takeaways:

Enter contract payments for every reimbursement request submitted

Close Old Contracts

ADOT

Resources/Contacts:

5311 Program Manager
Aubree Perry: aperry2@azdot.gov

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

BECO LPA/SR Program Manager
Melanie Peterson: mpeterson2@azdot.gov