



ADOT DBE Program Requirements

Transit
Subrecipients

November 10, 2022



Aubree Perry

5311 Program Manager
ADOT - Transit



Melanie Peterson

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?

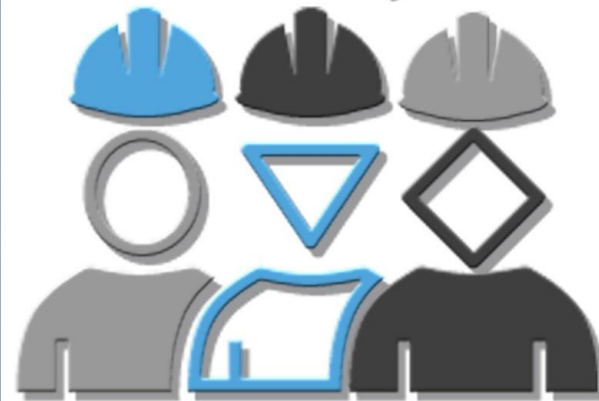
Log into the ADOT LPA DBE System at
arizonalpa.dbesystem.com



Your user name is your email address



AZUTRACS LPA DBE System



AZUTRACS
LPA DBE System

Home Help / Support

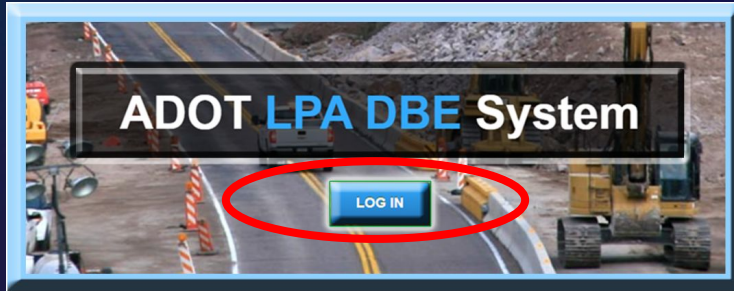
The ADOT LPA system is part of the AZUTRACS Transportation Business Portal. It is a web-based solution allowing Local Public Agencies to monitor contract compliance for federally funded Arizona DOT projects. Firms working on contracts with a Local Public Agency also use this site to report or confirm payments on active contracts.



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Transit Subrecipient Reporting Where?

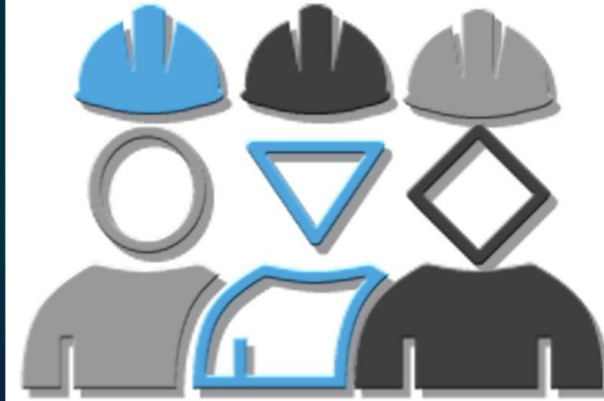
For password and account support;
select the “LOG IN” button in the center of the
screen



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

Contact your ADOT Program Manager if you need
further assistance

AZUTRACS LPA DBE System



AZUTRACS
LPA DBE System

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

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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

AZUT
LPA

←

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Setting

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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

Contract Holder/Owner *

Department *

TRACS Project Number

Federal Project Number *

ECS Contract Number

None selected ▾

Arizona Local Public Agency

Name shown to contractors as the contract owner/paying organization when responding to compliance audits

None selected ▾

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 *

Notice To Proceed Date

(Projected) End Date *

Date: mm/dd/yyyy

Duration: year(s) ▾

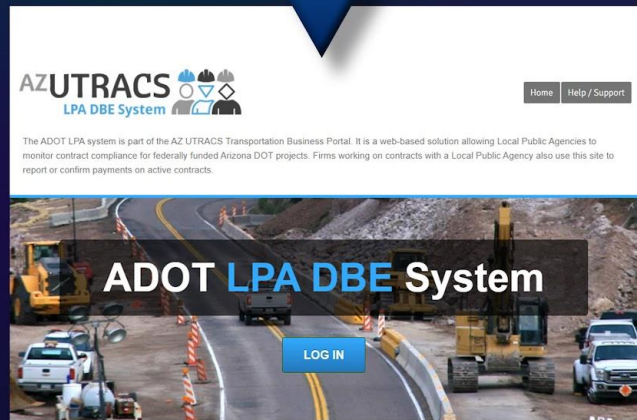
mm/dd/yyyy

mm/dd/yyyy

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Transit Subrecipient Reporting Contract Setup

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 *
Notice To Proceed Date	(mm/dd/yyyy)
Date: (mm/dd/yyyy)	
Duration: year(s)	
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.



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) *

Additional Organization Contacts

	Name	Role	Department	Email, Phone & Fax
Contact #1:	<input type="text"/>	<input type="text"/>	<input type="text"/>	E: <input type="text"/> P: <input type="text"/> <input type="text"/> Ext. <input type="text"/> F: <input type="text"/>
Contact #2:	<input type="text"/>	<input type="text"/>	<input type="text"/>	E: <input type="text"/> P: <input type="text"/> <input type="text"/> Ext. <input type="text"/> F: <input type="text"/>
Contact #3:	<input type="text"/>	<input type="text"/>	<input type="text"/>	E: <input type="text"/> P: <input type="text"/> <input type="text"/> Ext. <input type="text"/> F: <input type="text"/>



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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: *	\$	%
State:	\$	%
Local:	\$	%

Calculate

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	<div><div>86%</div></div>						
For Credit Progress	<div><div></div></div>						

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 <small>(mark audit as final)</small>
PAYMENT TO PRIME	Not Reported - Submit

Add Comment

<< View August 2022 Audit <<

Compliance Audit Summary - September 2022 and Totals To September 2022

	September 2022		Totals to September 2022	
	Payment	Percent	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"](#)



AZUTRACS
LPA DBE System

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Transit Subrecipient Reporting Payment Reporting

Compliance Audit: Prime Payment Detail for September 2022 CLOSE WINDOW

+ required entry

Payment Information

COMPLIANCE AUDIT TIME PERIOD	September 2022
PAYMENT TO PRIME	Not Reported
PAYMENT DATE	
COMMENTS	

Update Payment Data

You can add the amount paid to the prime.

AMOUNT FOR SEPTEMBER 2022 +	<input type="text" value="\$ 0.00"/>
PAYMENT DATE	<input type="text" value="mm/dd/yyyy"/>
COMMENTS +	<div>Enter Invoice #, Receipt # or Purchase Order #</div>

[Clear comments from field](#)



To enter payments into the
LPA DBE System, refer to the
["Payment Reporting Guide for Subrecipients"](#)

Closing Contracts

When should we close the contract?

How long can it stay open?

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



Closing Contracts

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout

Contract Management: Close Contract

Main | View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout

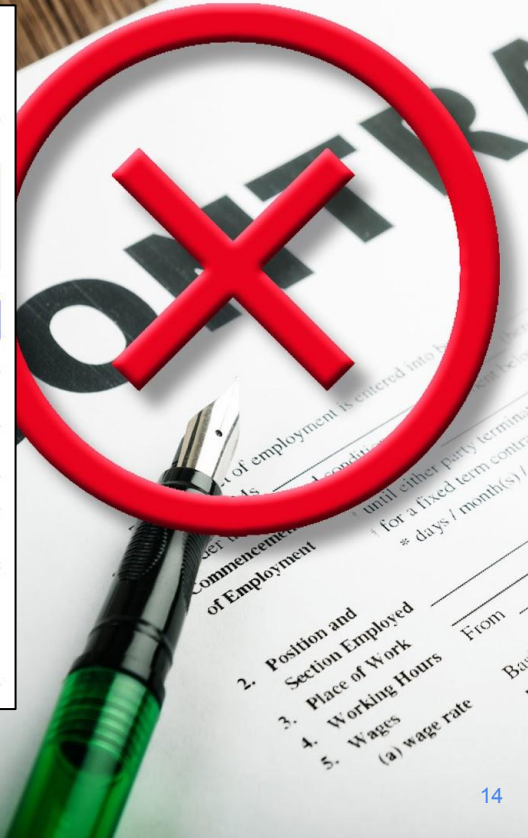
Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Site Visits | Reports

SZ12901X: 171677 - Bicycle/Pedestrian Program Services
Prime: Living Streets Alliance
8/10/2017 - 8/9/2018; Closed 10/1/2019


Contract Status

Contract Status	Closed
Contract Secondary Status	None selected ▼
Close Date *	10/1/2019 (mm/dd/yyyy)
Closed By	Melanie Peterson
Prime Contractor Rating	Not Rated ▼
Closeout Comments	

Other Functions



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

Don't tell me...
...Show me



Key Takeaways:



Enter contract payments for every reimbursement request submitted



Close Old Contracts



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

