



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

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REGION 10 BULLETIN NO: 2011-53

Subject: Civil Rights DBE Reporting Webinar

Program Area: Training

Date: November 30, 2011

The Federal Transit Administration (FTA) Office of Civil Rights will be conducting a web/teleconference session on how to correctly complete and submit the **“Uniform Report of Disadvantaged Business Enterprise (DBE) Awards or Commitments and Payments”** using the DBE Reporting interface in the Transportation Electronic Award Management (TEAM) System. This “impromptu” web/teleconference session is scheduled for two hours on **Thursday, December 1, 2011 from 12:00-2:00 pm PST.**

The webinar will focus on the specifics of DBE reporting and using FTA TEAM Web’s online reporting system. This course will be geared to the demands of the participants, so when you RSVP, please indicate if you are interested in the “Easy” or “Intermediate” course. The majority of responses will determine the course presented.

The webinar is geared to be interactive, so please come prepared to ask questions. We'll start with the basics and then try out some examples. Please bring a calculator, there will be math involved.

If you are interested in attending, please RSVP by sending an email to Monica McCallum at monica.mccallum@dot.gov **no later than 10:00 am Thursday, December 1st**. Call-in numbers are limited for this course, so there is just one registration per agency.

For further information, please contact Monica McCallum at 206-220-7519, or email monica.mccallum@dot.gov.

Sincerely,

Monica McCallum
Regional Operations Division Chief
Office of Civil Rights