

Beginning in January 2022, ODOT’s Intermodal Disadvantaged Business Enterprise (DBE) reporting is incorporated into the OPTIS Agency Periodic Report (APR). This replaces the semi-annual DBE report. This document provides instructions for the new fields and contact information for the Office of Civil Rights.

Field/Section	Information to Enter	Comments
Federal Fiscal Year	Example: Oct 2021-Sep 2022 is FFY 2022	For OPTIS users: Automated
Reporting Period	Calendar quarter and year	For OPTIS users: Automated
Date Report Submitted	Date report is submitted to ODOT	For OPTIS users: Automated
Recipient Information	Enter the information as it appears in OPTIS	For OPTIS users: Automated
Total Awards with FTA Funds	Total FTA dollars awarded on all contracts and subcontracts for the period	Enter currency as a whole number (no cents)
Total number of contracts awarded with FTA funds	Total number of contracts and subcontracts with FTA dollars awarded for the period	
Total dollars paid with FTA funds	Total FTA dollars paid on all contracts and subcontracts for the period	Enter currency as a whole number (no cents)
Total number of contracts paid with FTA funds	Total number of contracts and subcontracts with FTA dollars paid for the period	
No vendors to report for this reporting period	Check the box if the answer is Yes	OPTIS Only
Vendor Name	Name of vendor	Should match information in COBID for COBID-certified vendors
Tax ID Number	Tax ID used with IRS	Common formats XX-XXXXXXX and XXX-XX-XXXX
Contract Award Date	Date contract was initially awarded	Contact Office of Civil Rights for assistance if unclear
COBID Certified?	Check the box if the answer is Yes	Check the COBID Vendor Directory to verify certification
Total Contract FTA	Total FTA dollars awarded to vendor in this contracts and related subcontracts during the reporting period	Enter currency as a whole number (no cents)
Total Dollars FTA	Total FTA dollars paid to vendor in this contract and related subcontracts	Enter currency as a whole number (no cents)
Last Contract Payment?	Check the box if the answer is Yes	

ODOT reports DBE information to FTA semiannually. Data from October through March is reported in May each year, and data from April through September is reported in December. For additional assistance with Intermodal DBE reporting, please contact your [ODOT Regional Transit Coordinator](#) or the ODOT Office of Civil Rights.

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