



DBE Activity Report

See page 3 for instructions.

Office of Air, Rail and Transit
700 East Broadway Avenue
Pierre, SD 57501

By using this form, you are agreeing to our terms of use. [Please read:](#)

Name of Transit Provider

Fiscal Year

Key

MBE = Minority Business Enterprise
WWBE = Caucasian Woman Business Enterprise
MWBE = Minority Woman Business Enterprise
MMBE = Minority Managed Business Enterprise

Oct. 1-March 31 due April 30

April 1-Sept. 30 due Oct. 31

Ethnicity codes:

1. Black American
2. Hispanic American
3. Native American
4. Asian-Pacific American
5. Subcontinent Asian American
6. Non-minority American

Section 5311 Activity

A	B	C	D	E	F	G	H	I	J	K
Contracting Opportunities	Total \$ Amount	# of Participating MBE Firms	\$ Amount	# of Participating WWBE Firms	\$ Amount	# of Participating MWBE Firms	\$ Amount	# of Participating MMBE Firms	\$ Amount	# of Vendors
Fuel/Oil										
Maintenance/ Repairs										
Office Supplies										
Insurance										
Bus Barn Construction/ Service Work										
Other (must specify in text box on next page)										

Comments regarding items from previous page

Provide name of any DBE company used for any funding source (5304, 5310 or 5339)

DBE Activity Report Instructions

1. Indicate reporting period. Reports must be submitted at least semiannually with due dates specified. Enter X in the appropriate box.
2. Report only the type of work or products purchased with 5311 federal funds received from the SDDOT Transit Office.
3. Report all amounts spent for the type of work or applicable products purchased for the time period. All categories in "B" must have a dollar figure. If no funds were spent for the reporting period, enter \$0. Do not leave blanks.
4. List the total number of vendors for each category in column K, both DBE and non-DBE firms.
5. In columns and lines C-J, enter only number of vendors and amounts paid to firms listed in the SDDOT DBE directory. The current SDDOT DBE directory can be found at https://dot.sd.gov/doing-business/contractors/dbe#listItemLink_1529. The directory changes frequently. Consult it regularly.
6. If DBE is reported, make a back slash after the number of the DBE type and then indicate in columns C, E, G and I the ethnicity code for each DBE. For example if two MBEs participated, one owned by a black American man and another by Native American man, put 2/1,3 in column C.
7. If reporting 5311 funds spent in the "Other" category, specify the type of work or product purchased. This can be written in the text box on page 2 under "Comments."
8. After completing the form, use the print button on the bottom of page one to print out a copy and submit by mail or email (scanned copy) to:

SDDOT-Office of Air, Rail & Transit
700 East Broadway Avenue
Pierre, SD 57501
Email: Jennifer.Boehm@state.sd.us

If it is not received, all payments will be held without notifications. If the report is incomplete, it will be returned to you.

Call 605-773-7038 or email Jennifer.Boehm@state.sd.us with any questions.

DBE Categories

Examples of Contracting Opportunities

Drug screens and physicals	ITS consulting	Building maintenance
Towing and outside repairs	ITS software	Construction
Disposal of waste fluids	Purchase orders	Erosion control
Landscaping	Bus shelter cleaning	Fencing
Pest control	Shelter glass replacement	Grading
Carpet care	Transit decal application on bus shelters	Excavation
Office supplies	Concrete work for new bus shelters and bus bay	Concrete
Management consulting	Feasibility study for maintenance facility	Electrical
Materials testing	NEPA assessment for maintenance facility	Repair
Transportation planning	Preliminary design of maintenance facility	Trucking (hauling)
Transportation services	Land planning	
Vehicle and equipment repairs	Structural engineering	
Painting	Quality control	
Paving	Geotechnical services	
Signs	Testing	
Steel	Rental and sales of equipment	
Surveying	Snow removal at shelter sites and other premises	
Traffic control	Security and courier services for farebox money	
Architecture	Shop tools, parts, fluids, tires, and bus washing supplies	
	HVAC and plumbing repairs and maintenance	
	Miscellaneous supplies (light bulbs, filters, etc.)	
	Translation of printed materials into other languages as deemed necessary.	

Also, any third-party purchasing or contracting opportunities under 5311 funds.

Items below are NOT contracting opportunities

Salaries, benefits and taxes
Mileage and transportation (rental cars, airfare)
Meals and lodging
Conferences and seminars
Dues and subscriptions
Postage
Transit vehicles