



# DBE Activity Report

For use effective 2018. See page 3 for instructions.

Office of Air, Rail and Transit  
South Dakota Department of Transportation

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Name of Transit Project

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 ( <b>must</b> specify in text box on next page) |                 |                              |           |                               |           |                               |           |                               |           |              |

Comments regarding items from previous page

## DBE Activity Report Instructions

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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 I, both DBE and non-DBE firms.
5. In columns and lines C-H, enter only names and amounts paid to firms listed in the SDDOT DBE directory. The current SDDOT DBE directory can be found at <http://sddot.com/business/contractors/dbe/forms/default.aspx>. The directory changes frequently. Consult it regularly.
6. 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."
7. A copy of this form can be found on the Forms & Resources link on the Transit Office's website under "Forms":  
<http://www.sddot.com/transportation/transit/forms/Default.aspx>
8. This report should be submitted by email by clicking on the "email" button on the bottom of the page. If it is not received, all payments will be held without notifications. If the report is incomplete, it will be returned to you.
9. 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 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.

Call 605-773-4169 or email [Lisa.Donner@state.sd.us](mailto:Lisa.Donner@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                         | Cable guardrail, guardrail   |                      |
| Steel                         | Testing  |                      |
| Surveying                     | Rental and sales of equipment  |                      |
| Traffic control               | Snow removal at shelter sites and other premises                           |                      |
| Architecture                  | Security and courier services for farebox money                            |                      |
|                               | 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 Spanish, braille, and audio cassette |                      |

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