**Course Curriculum**

**State DOT Sub-recipients DBE Program Training**

Agency specific training for employees and sub-recipients on DBE program compliance in FTA-funded activities. Attendees will attend an instructor led online course for 20 hours of training spread over a maximum of five consecutive work days. Recommended for DBE Liaison Officers, Sub-recipients of state DOT funds, Transit Planners, Equal Opportunity Specialists, and Project Managers in a state DOT setting.

**Instructor:** Benjamin Sumpter

**DBE Program Overview- 4 hours**

DBE Program Plan Development

DBELO Requirements – DBE Financial Institutions, Overconcentration, etc.

USDOT Guidance

FTA Oversight Reviews – DBE Compliance Reviews and State Management Reviews – DBE Portion

**Goal Setting- 4 hours**

Overall Goals

Contract Specific Goals

Race Neutral/Race Conscious

Bidders List

**Procurement – 4 hours**

Fostering Small Business Participation

DBE Outreach

Procurement Clauses

Prompt Payment

**Reporting – 4 hours**

Uniform DBE Report

Sub-recipient Activity Reporting

Shortfall Analysis

**Contract Compliance – 4 hours**

Good Faith Efforts (GFE) – Responsiveness vs. Responsibility, Termination, Substitution, etc.

Counting Participation – Commercially Useful Function (CUF), Regular Dealers, etc.

Monitoring Participation – Enforcement Actions, Written Certifications, Joint Checks, etc.