**Instructions for Disadvantaged Business Enterprises (DBE) Projection Worksheet for Nonurbanized Area Recipients**

**Pages 1 and 2**

**Name of transit system**: Enter official name of transit system agency with Doing Business As (DBA) designation if appropriate. Regional transit system should also list region numbers (1, 2, 3, etc.).

**Step 1 Determine the percent of FTA funding in your total operating expenses**

Projected federal operating assistance for the upcoming FFY: Insert Section 53410/5311 formula amounts as provided by Iowa DOT for July 1 through June 30. Also include anticipated New Freedom, Job Access and Reverse Commute (JARC), Intercity Bus operating amounts, and Associated Capital Maintenance (ACM) eligible for reimbursement for the period Oct. 1 through Sept. 30.

Budgeted total operating expenses for the upcoming FFY: Insert transit agency’s budgeted total transit operating expenses for the upcoming federal fiscal year. Assuming transit system uses a state fiscal year budget, you should enter the last nine months of that budget, and projected first three m months of transit system’s following SFY budget to arrive at a full 12-month budget for the federal fiscal year. Again, be sure to include budgeted New Freedom, JARC, Intercity Bus, and ACM operating totals for Oct. 1 through Sept. 30.

Federal share of operating expenses: Divide federal assistance (Line a) by budgeted total operating expense (line b). Insert that number as the federal share.

**Step 2 Determine your operating contracting opportunities**

All types of contracts anticipated to be awarded or committed, including: professional or consultant services, construction, purchase of materials or supplies, lease or purchase of equipment and any other types of services. This includes items for which no physical contract will be created, but rather use of a purchase order, direct billing, credit card, or cash purchases. Salaries and taxes are not considered contracting opportunities with regard to the DBE program.

**Step 2.1 Operating contracting opportunities (show full amount including federal and local dollars)**

 Insert budgeted operating expenses under each category for items I through VIII on corresponding line. If using “other” please specify what that line item represents.

 **Total operating contract opportunities**

Add each line item from entries for I through VIII and enter total here.

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**Step 2.2 Nonrolling stock capital contracting opportunities (show full amount, including federal and local dollars)**

 Anticipated nonrolling stock capital purchases between Oct. 1 and Sept. 30. You do not need to include any projected “make-ready” expenses for your rolling stock projects. Enter total amount for this category on line a.

Less any labor costs paid to transit system employees for in-house refurbishment or installation activities charged to the capital project. Enter total amount for this category on line b.

 Less any expenses associated with major capital projects for which a specific project goal has been approved by FTA and is monitored separately. Enter total amount for this category on line c.

**Step 2.2 Total capital contracting opportunities**

 Add lines b and c. Subtract that combined amount from line a. Enter result on line d.

**Step 2.3 Contracting opportunities applicable to statewide DBE annual goal**

 Add Step 2.1 Operating contracting opportunities total and step 2.2 Capital contracting opportunities total (from line d) and enter dollar amount in box.