



**U.S. Department of
Transportation**

1200 New Jersey Avenue, S.E., W76-401
Washington, DC 20590

Office of the Secretary
Of Transportation

October 8, 2015

MEMORANDUM TO: State Departments of Transportation

FROM: Stephanie Jones 
Senior Counselor to the Secretary and Chief Opportunities Officer

SUBJECT: Moving Ahead for Progress in the 21st Century Act Data Collection

I hope you are having a wonderful Fall season. As you may recall, we informed you last year about a new reporting requirement the Department added in the November 2014 final Disadvantaged Business Enterprise (DBE) rule, that implements the collection of data required by the DBE reauthorization legislation "Moving Ahead for Progress in the 21st Century Act," known as "MAP-21."

The data collection is again upon us; and by January 1, 2016, State Departments of Transportation, on behalf of their Unified Certification Program (UCP), must submit to the Departmental Office of Civil Rights information required by MAP-21. To carry out this requirement, UCPs are to go through their statewide unified DBE directories and count the number of firms controlled, respectively, by: (1) White women, (2) minority or other men, and (3) minority women, and then convert the numbers to percentages, showing the calculations. The information reported would include the location of the firms in the State; it would not include Airport Concessionaire DBEs in the numbers. The location of the DBE firm is to be annotated as the total firms in-state and total firms out-of-state. The relevant MAP-21 section and the DBE final rule provisions can be found at the Department's DBE webpage: <https://www.civilrights.dot.gov/disadvantaged-business-enterprise>

Please submit the required information in a letter to:

Sheryl G. Williams
Acting Associate Director
External Civil Rights Programs Division
Departmental Office of Civil Rights
U.S. Department of Transportation
1200 New Jersey Avenue, S.E., W78-320
Washington, DC 20590

For your convenience, the MAP-21 report can be emailed to DBE@dot.gov and questions regarding this request can be forwarded to Babette Salmon by phone 202-366-4070 or DBE@dot.gov.