



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

Headquarters

5<sup>th</sup> Floor – East Bldg., TCR  
1200 New Jersey Avenue, SE  
Washington, DC 20590

March 2, 2016

Sally Webster  
Finance/Personnel Manager  
Mendocino Transit Authority  
241 Plant Road  
Ukiah, CA 95482

RE: Disadvantaged Business Enterprise (DBE) Compliance Review Final Report

Dear Ms. Webster:

This letter concerns the Federal Transit Administration's (FTA) Disadvantaged Business Enterprise (DBE) Review of Mendocino Transit Authority (MTA) conducted from August 24-26, 2015. Enclosed is a copy of the Final Report, which will be posted on FTA's website on our DBE page. As of the date of this letter, the Final Report is a public document and is subject to dissemination under the Freedom of Information Act of 1974.

FTA's Office of Civil Rights is responsible for ensuring compliance with 49 CFR Part 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation (DOT) Programs" by its grant recipients and subrecipients. As part of our ongoing oversight efforts, FTA conducts a number of onsite compliance reviews to ensure compliance with the applicable provisions of 49 CFR Part 26. FTA utilizes the findings from these reviews to provide technical assistance to transit agencies in order to achieve compliance with 49 CFR Part 26.

All corrective actions identified in the Final Report must be undertaken within 90 days of the date of this letter. Once we have reviewed your submissions, we will request either clarification or additional corrective action, or will close out the finding if your response sufficiently addresses the DBE requirements. Please submit your responses to Anita Heard at [anita.heard@dot.gov](mailto:anita.heard@dot.gov).

We appreciate the cooperation and assistance that you and your staff have provided us during this review, and we are confident MTA will take steps to correct the deficiencies. If you have any questions about this matter, please contact Jennifer Riess at 202-266-3084, or via email at [jennifer.riess@dot.gov](mailto:jennifer.riess@dot.gov).

Sincerely,

John Day  
Program Manager for Policy and Technical Assistance

cc: Mr. Leslie Rogers, Regional Administrator, FTA Region IX  
Lynette Little, Regional Civil Rights Officer, FTA Region IX  
Jennifer Riess, Equal Opportunity Specialist, FTA Office of Civil Rights