[Insert Date]

Alaska Department of Transportation & Public Facilities (Alaska DOT&PF)

Civil Rights Office (CRO) Disadvantaged Business Enterprise (DBE) Program

2200 E 42nd Ave

Anchorage, AK 99508

Subject: Corrective Action Plan – DBE Oversight and Compliance Review

Dear [Insert Name],

The [Insert FTA Subrecipient Agency] recently underwent the Disadvantaged Business Enterprise (DBE) Oversight and Compliance Review on [Insert Date], conducted in conjunction with the Alaska DOT&PF Civil Rights Office (CRO) and Alaska Community Transit (ACT). This review was performed in accordance with 49 CFR Part 26, which establishes requirements for ensuring the maximum opportunity for Disadvantaged Business Enterprises (DBE) firms to participate in federally funded transit contracts and subcontracts.

During the review, the CRO identified the following findings that require corrective action to achieve and maintain compliance with federal DBE regulations. This document outlines the findings and the corrective action steps that must be implemented by [Insert FTA Subrecipient Agency].

Finding 1: [Insert Name of Finding] & Corrective Action Step(s)

Finding 2: [Insert Name of Finding] & Corrective Action Step(s)

Finding 3: [Insert Name of Finding] & Corrective Action Step(s)

Finding 4: [Insert Name of Finding] & Corrective Action Step(s)

Finding 5: [Insert Name of Finding] & Corrective Action Step(s)

Conclusion

Sincerely,

[Insert FTA Subrecipient Agency]

Name of Representative

Address

Email

Website

CC: