

Local Agency DBE Action Checklist

This guidance is for all projects with a DBE goal (including 0%)

As of July 1, 2022, the Local Agency is required to use the B2GNow system to monitor DBE information and participation. DBE participation should be checked quarterly and at the end of the project.

The CDOT forms listed below continue to be required in paper format. All other CDOT forms have been incorporated into the B2GNow system and are no longer required in paper format.

PRE-BID ACTIONS

CDOT Form 1414 (Anticipated DBE Participation Plan) (required for 0% DBE goal as well)

CDOT Form 1415 (Commitment Confirmation) for each DBE listed on the CDOT Form 1414 due from apparent low bidder by 4:30pm on the fifth day after bid opening

CDOT Form 1416 (Good Faith Efforts Report) and back up documentation (if applicable)
If the total Eligible Participation submitted on the CDOT Form 1414 and/or Form 1415 does not meet the Contract Goal, the apparent low bidder shall also submit CDOT Form 1416 along with any supporting documentation of the apparent low responsible bidder's Good Faith Efforts.

CDOT Utilization Plan (CDOT Form 1417) – Once the CDOT Form 1414 and CDOT Form 1415 are submitted to CDOT by the Local Agency for concurrence, the CDOT Civil Rights Business Resource Center (CRBRC) will create the Utilization Plan and upload the plan in B2Gnow. The CRBRC will approve the Utilization Plan or notify the Local Agency of the good faith efforts process outlined in the DBE Standard Special Provision. A copy of the approved Utilization Plan will be provided to the Local Agency by the CDOT CRBRC.

CONSTRUCTION ACTIONS

CDOT Form 205 (Sublet Permit Application)/ CDOT Form 1425 (Supplier Application Approval)
The dollar amount listed on the CDOT Form 205/CDOT Form 1425 shall equal or be greater than the DBE commitment

CDOT Form 1420 (DBE Participation Plan Modification Request) (if applicable)
Review the DBE CDOT Standard Specification assigned to the project for details

CDOT Form 1415 (Commitment Confirmation) (if applicable with 1420)

CDOT Form 1432 (Commercially Useful Function Questionnaire) required for all DBEs on the contract to count as eligible participation

POST CONSTRUCTION ACTIONS

Prior to the release of retainage, the Local Agency Project PE/PM shall contact the CDOT Region Civil Rights Office to determine if a payment reduction is required.