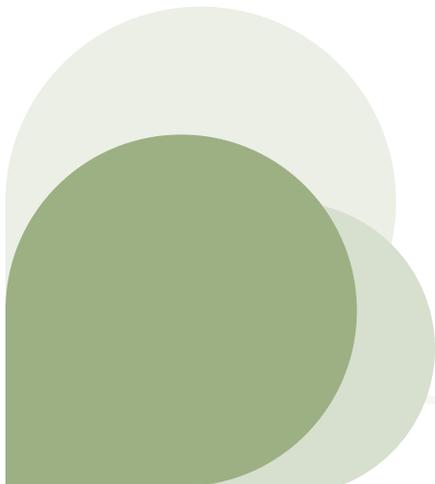


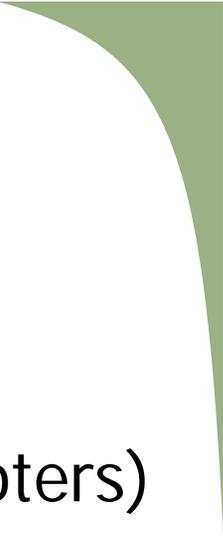
GOOD DAY!

Disadvantaged Business Enterprise (DBE)
requirements for
Michigan Department of Transportation
(MDOT) Sub-Recipients



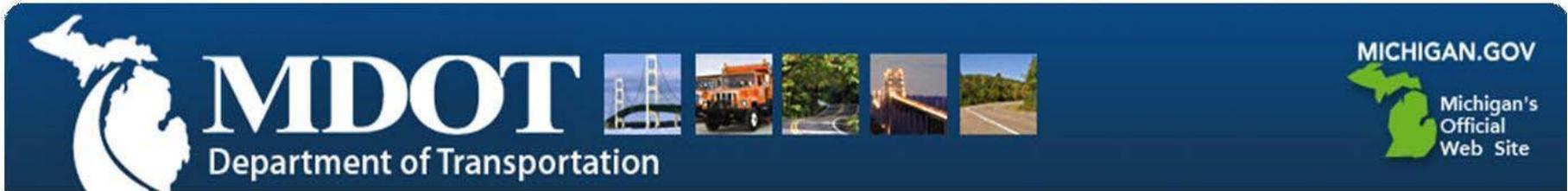


Agenda



- DBE Program – New rules in effect Nov. 1, 2014
 - Michigan Unified Certification Program (MUCP)
 - Vendor Availability Questionnaire (Bidders and Quoters)
 - Small Business Program
 - Race-Neutral, Race-Conscious
 - Semi-Annual Report of Awards/Commitments and Payments – new payment reporting requirements
 - DBE Goals Forecast – Three-year schedule
 - Commercially Useful Function (CUF)
 - Monitor and certify DBE work
 - Replace a non-performing DBE
- 

- Training documents and access to the MUCP website are available at www.michigan.gov/mdotdbe.



Michigan.gov Home | MDOT Home | Site Map | Contact MDOT | FAQ | State Web Sites

Printer Friendly Text Version Text Size Share

Doing Business

- > Forms
- **Contractor Services**
 - [Disadvantaged Business Enterprise](#)
 - Design/Build
 - Prequalification
 - Bid Letting
 - Payments & Awards
- > Vendor/Consultant Services
- > Local Agency Program
- > Passenger Transportation
- Roads and Travel**
- Rail and Public Transit**
- Bridges, Borders and Ferries**
- News and Information**



Disadvantaged Business Enterprise (DBE)

The overall goal of the DBE program is to ensure that firms owned and controlled by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient.

[Contact Us](#)

[How to Become DBE Certified](#)

[Wanted - Women and Minority-Owned Businesses](#)

[DBE Certification Application](#)

[View Our Calendar of Events](#)

Conference

----- 2012 DBE Conference

Resources

----- Resources, Forms, and Documents

Letting

----- Letting Reports

FTA/FAA

----- FTA/FAA Training Documents

Quick Links

- Title VI Nondiscrimination
- Tribal Governments
- Twitter-Facebook-YouTube
- Mi Drive
- State Map
- Lane Closures

Directories

[DBE Multiplier for Algorithm Calculations](#)

[Search MDOT Prequalified Contractors](#)

[Search MUCP DBE Directory for All Certified DBEs in Michigan](#)

The DBE Program – What is a DBE?

- A certified DBE meets requirements of 49 Code of Federal Regulations Part 26 (49 CFR Part 26).
 - Federal Aviation Administration (FAA) DBE concessionaires must meet requirements at 49 CFR Parts 26 and 23.
- Certification is a formal process.
- DBE businesses are owned and controlled by socially and economically disadvantaged individuals.
- Almost all DBEs are owned by women and/or minorities.

DBE Program Objectives

- Nondiscrimination in the award and administration of DOT-assisted financial assistance programs;
- Create a “level playing field” on which DBEs can compete;
- Ensure the DBE program is narrowly tailored according to law;
- Only firms that fully meet eligibility standards are certified as DBEs;
- Remove barriers to the participation of DBEs in DOT contracts;
- Develop firms that can compete successfully outside the DBE program; and
- Give grantees flexibility in establishing and providing opportunities for DBEs.



DBE Program Procedures

MDOT's *DBE Program Procedures* are federally approved and spell out how MDOT and sub-recipient grantees who report to the Federal Aviation, Federal Highway, or Federal Transit administrations (FAA, FHWA, FTA) through MDOT implement the DBE program.

Available at: www.michigan.gov/mdotdbe.

It is a good idea to keep a copy in your files.

Michigan Unified Certification Program (MUCP)

- Locate DBEs on the MUCP website at www.michigan.gov/mucp.
- The MUCP also contains forms, news and events of interest to DBEs and regulatory information.

MUCP Website: www.michigan.gov/mucp

If a vendor is not listed on this site, they *are not* a DBE in Michigan.

Department of Transportation
Michigan.gov

Michigan.gov Home MUCP Home Contact MUCP MUCP Help

MUCP
Unified Certification Program

News & Events

- [DBE no longer eligible](#)
- [2008 DBE firms no longer certified with MDOT:](#)
- [Buy Michigan First "Doing Business With Michigan"](#)
- [Request For Qualifications \(RFQ\) For North Terminal Opening Events Manager](#)
- [Allegan County Transportation - New Transit Facility Advertisement For Bids](#)
- [New MDOT DBE Certified Firms](#)
- [Compliance Workshop. \(May 22, 2008 at the Best Western Alpine Lodge, Gaylord, MI\)](#)
- [Networking Session for Construction and Architectural & Engineering DBE's and Primes Contractors! Gaylord \(May 21,](#)

Welcome

Welcome to the Michigan Unified Certification Program (MUCP) website. This site provides a searchable directory of all current Michigan Disadvantaged Business Enterprise (DBE) certified firms. We have forms, applications, news, current events, other important websites, and information to help businesses working in Michigan.

The purpose of the MUCP is to provide "one-stop shopping" for everyone seeking to be certified. The MUCP makes decisions on behalf of all businesses in the state of Michigan that want to be certified DBEs and represents all USDOT funded agencies with DBE programs. In other words, firms certified as DBE's with the MUCP are eligible to work on any federally-funded airport, highway or transit contract, as a DBE.

- [Learn more about the program](#)
- [Learn how to become certified](#)
- [HELP searching for DBE's](#)
- [Download forms](#)

Search Certified Companies

DBE Firm Name:

NAICS Code:
[view list of codes](#)

MDOT Codes:

B - Concrete Pavement
Ba - Concrete Pavement-Patching/Widening
Ca - Chip Seals
Cb - Plant-Mix/Hot Mix Asph/Bituminous Paving

[view list of MDOT codes](#)

Type of Business:

Work Location County:

Work Description:

When searching for a Firm Name or Work Description please do not use punctuation marks.

[Search](#) [View Helpful Search Tips](#)

[Download Complete Michigan DBE Directory](#)

A Search Help brochure is available on the MUCP website. Select "View Helpful Search Tips."

Helpful Hints

- If you are looking for a certified company on the MUCP-DBE database, here are a few hints that you may find helpful:
- Make sure the company name is spelled correctly.
- Type into the search field only part of the company's name. Some companies may have hyphenated names or other formatting the database will recognize partial words and sometimes this is the most effective search. For example, if the company you are looking for is "Aperson Enterprises," try typing in "son." All businesses containing "son" in their name will appear in the results.
- The MUCP database search engine is NOT case-sensitive, so upper case letters versus lower case letters should not be a concern.
- If the company you are trying to search for has an "&" symbol in its name, make sure to spell out the word "and" while searching. For example, if you are looking for "Y & Z Industries," type in "Y and Z".
- The database will bring up the entire list of certified disadvantaged businesses with name's containing a particular letter by typing that letter in the name field. This may be the easiest way to search when unsure of the spelling, or full name of the business.

The "Download DBE Certified and Prequalified Directory" link will give you a printable directory of all firms qualified to perform on MDOT projects.

For more information contact:
Office of Business Development
Lansing – 1-866-DBE-1264
Oak Park (Metro Detroit Area) – 1-866-323-4009



Prepared by: MDOT Graphics BW 6-06
Graphics \OE0\MUCP\Web\brochures\MUCP_Web site help.indd
500 copies printed @ \$0.15 each for a total cost of \$75.



Advertise on the MUCP website

Please submit contracting/procurement advertisements for posting on the MUCP website. MUCP posting shows you made an effort to recruit DBEs.

E-mail the link to the ad on your website (preferred) or a short ad. Include contact information to Yi Ling (Elaine) Luo (luoy@michigan.gov) and Jeanne Day-La Bo. Include posting removal dates.



ADVERTISEMENT FOR BIDS

BID PROPOSAL

Sealed bids, in triplicate, for the Allegan County Transportation – New Transit Building, will be received at Owen-Ames-Kimball Co., 300 Ionia NW, Grand Rapids, MI 49503 on Tuesday, May 13th until 1:00pm local time local time. Bids received after this time (at this location) will not be accepted.

All proposals received by the time and date stated above will be opened and read publicly at 2:00pm local time on Tuesday, May 13th at the Allegan County Human Services Building, Karl Zimmerman Conference Room, 3255 122nd Ave., Allegan, MI 49010. Bids may be hand delivered just prior to the bid opening at this location. Do not drop off bids with the County.

SITE INSPECTION

A construction pre-bid meeting will be held at the Allegan County Human Services Building, Karl Zimmerman Conference Room, 3255 122nd Ave., Allegan, MI 49010 on Tuesday, May 6th at 10:00am local time. All bidders are encouraged to attend.

BID DOCUMENTS

The Bidding Documents may be obtained at Veenstra, 850 Grandville Avenue SW, Grand Rapids, MI 49503. A deposit of \$100 is required. The deposit will be refunded if documents are returned within 15 days after bid opening. A non-refundable charge of \$20 will be required for making documents.

The Bidding Documents may be examined at the following locations:

- The offices of Owen-Ames-Kimball Co., Construction Manager, 300 Ionia N.W., Grand Rapids, Michigan 49503
- Builders Exchange plan rooms in Grand Rapids, Kalamazoo, Lansing and Traverse City
- Dodge McGraw Hill plan rooms in Lansing & Southfield
- Reed Construction Data and Construction Association of Michigan, Detroit.
- CNA of West Michigan and Construction News Corp, Cleveland

BIDDER QUALIFICATIONS

Bidders submitting a Bid for this Project shall have qualifications as follows:

- Shall be a reputable, recognized organization, with at least five (5) years successful experience on work of this type and scope of this project.
- Shall have a license where required by public authorities having jurisdiction.
- Shall have ample financial resources for work of this magnitude.

BID SECURITY - PERFORMANCE BONDS

Each bid shall be accompanied by good and sufficient bid security or bid bond in an amount not less than 5% of the Bid amount and shall secure the Owner from loss or damage by reason of the withdrawal of the Bid by a Bidder or by failure of the successful Bidder to enter into a Contract with the Owner if his Bid is accepted by the Owner.

The successful Bidder will be required to secure Performance, Labor and Material bonds for all contracts exceeding \$50,000, from a surety company having a rating of A- or better, for the full amount of the Contract.

MDOT Wants Your Potential DBEs!



Refer vendors owned by females or minorities to MDOT for DBE certification.

MDOT's Office of Business Development is happy to help potential DBEs with paperwork needed to apply for DBE certification.



VENDOR AVAILABILITY QUESTIONNAIRE

Regulatory changes which took effect Nov. 1, 2014, requires MDOT to track all vendors who provide quotes or bids.

Provide all vendors a copy of MDOT Form 0168 or 0168A. This must be completed by each vendor once a year.

Michigan Department
of Transportation
0168A (05/09)

MDOT VENDOR AVAILABILITY QUESTIONNAIRE

[Clear Form](#)

Companies bidding on Michigan Department of Transportation (MDOT) prime contracts & bidding or quoting subcontracts (including contractors, truckers, material suppliers & service providers/consultants) should complete the following questionnaire.

If you have questions, or call 1-866-323-1264 or E-mail Jeanne Day-Labo at (day-labo@mdot.state.mi.us). Mail completed questionnaires to: Michigan Department of Transportation, Office of Business Services, P.O. Box 30050, Lansing, MI 48909, Fax: (517) 335-0945.

COMPANY NAME				TODAY'S DATE
ADDRESS				
CITY	STATE/PROVINCE	COUNTRY	ZIP CODE	AGE OF FIRM
COMPANY'S GROSS RECEIPTS FOR THE PAST YEAR FALL INTO THE FOLLOWING RANGE (Check one):				
<input type="checkbox"/> Under \$500,000	<input type="checkbox"/> \$500,001 - \$1 million	<input type="checkbox"/> \$1 - \$2 million	<input type="checkbox"/> \$10 - \$22.41 million	
<input type="checkbox"/> \$2 - \$5 million	<input type="checkbox"/> \$5 - \$10 million			
<input type="checkbox"/> Over \$22.41 million				
COMPANY STATUS (Check all that apply):				
<input type="checkbox"/> Construction Prequalified	<input type="checkbox"/> Heavy Construction Trucking	<input type="checkbox"/> Other services		
<input type="checkbox"/> Materials Supplier	<input type="checkbox"/> Other Trucking (i.e., freight, small packages, etc.)	<input type="checkbox"/> Service/Consultant Prequalified		
<input type="checkbox"/> Bus/Transit Agency Vendor	<input type="checkbox"/> Construction - specialized items (no prequalification required)	<input type="checkbox"/> MDOT-certified as a Disadvantaged Business Enterprise (DBE)		
		<input type="checkbox"/> Airports Vendor		

Your cooperation in completing and submitting this form will help MDOT comply with federal regulations at 49CFR §26.11 (c), which require MDOT to maintain a list of firms bidding on prime contracts and bidding or quoting subcontracts on DOT-assisted projects. This form should be submitted annually.



The Small Business Program (SBP)





What is the SBP?

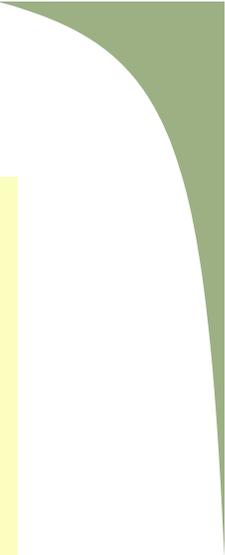
The SBP is a race- and gender-neutral program to help small businesses advance in the transportation industry.

MDOT-report grantees are included in MDOT's SBP.

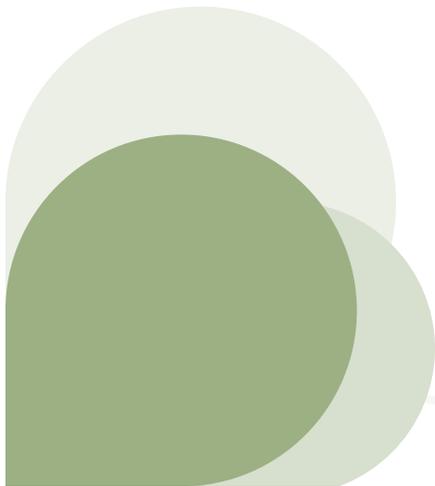
- SBP procedures and applications are available at www.michigan.gov/mucp.
 - DBEs automatically qualify.
 - Non-DBEs reviewed and approved by MDOT.



MDOT-report FTA grantees shall have a 5 percent SBP participation goal assigned to suitable facilities projects.



Race-Neutral and Race-Conscious Projects/Procurements



Race-Neutral (RN) DBE Participation

- RN contracts or procurements do not have a DBE participation percentage goal assigned to them.
- DBEs earn RN contract awards by virtue of being lowest bidder or most qualified.
- Most MDOT-report grantees use RN DBE participation only.





Race-Conscious (RC) DBE Participation

- RC contracts have a DBE participation goal expressed as a percentage of contract work which must be subcontracted to certified DBEs before the contract can be awarded.

For example, a 5 percent DBE participation goal means certified DBEs, as confirmed by the MUCP website, must be committed to perform 5 percent of the total contract value before the contract can be awarded.



RC Contracting – MDOT FTA Grantees

- **Most grantees never use RC goals**, due to the types of goods and services they purchase.
- However, facilities construction or improvement projects, which tend to be large projects with a wide variety of work, may have RC possibilities.

If you have an upcoming facilities project, call or e-mail MDOT for DBE availability *before* advertising the project.

Phone: 517-373-9246

E-mail: day-laboj@michigan.gov

- MDOT's Office of Business Development (OBD) is happy to contact DBEs to alert them of potential procurement or contracting opportunities.
- 



RC Projects for MDOT Grantees

- If a prime vendor cannot meet an RC goal, **do not award the contract!**
- The prime will need to work with MDOT's DBE program staff by requesting a pre-award good faith effort (GFE) waiver or modification. Call 517-373-2377 for help.



The GFE Process for RC Jobs

- A prime who cannot meet an RC project goal will need to submit a pre-award GFE application to waive or modify the goal to MDOT.
- The prime must complete a *Contractor Good Faith Effort Application*, MDOT Form 0188.
- The prime must provide documentation of steps taken to meet the DBE goal.



The GFE Process for RC Jobs

- A committee of MDOT staff determines whether a prime has made sufficient good faith efforts to waive or modify the advertised RC goal.
- Projects cannot be awarded until a waiver or modification is granted.
- For further information about the GFE process, refer to the MDOT *DBE Program Procedures* at www.michigan.gov/mdotdbe.

Monitoring DBE RC Work and Required Reports

After award, as soon as the agency or the vendor who hired the DBE is aware a DBE is unable or unwilling to perform, the change must be documented. The hiring vendor or agency should try to get a substitute DBE.

To document the substitution or change on RC jobs, use:

- MDOT Form 0196 – Request to Replace a DBE
- On RC jobs only, if a prime cannot get a substitute DBE, a post-award GFE must be filed.

Monitoring DBE RN and RC Work and Required Reports

- **For simple procurements only, verify the DBE provided the materials.**
- **For long-term contracts,** ensure DBEs work as committed and subs are paid promptly.
 - Include detail about work done by DBEs on daily or weekly contract activity logs.



Monitoring DBE RN and RC Work and Required Reports

- You must maintain a written certification that DBE contract work was monitored.
- Use or tweak MDOT Form 4109 – Commercially Useful Function Site Review.

All referenced forms are available at:

www.michigan.gov/mdot/.

Select "Doing Business, Forms."



Monitoring DBE RN and RC Work and Required Reports

- You must keep a running tally of payments made to DBEs.
- New in 2014: The federal portion of payments made to date must be reported for DBEs and non-DBEs every six months.
- Project completion payments for DBEs and non-DBEs are also reported separately.
 - These payments are reported on the Uniform Report of Awards, Commitments, and Payments.



Direct Report RN and RC Requirements

- You must track bidders and quoters.
MDOT uses the Web-based Vendor Availability Questionnaire (Form 0168A).
- Do not award RC projects unless the prime has provided formal documentation (see MDOT Form 0182) that the goal has been met or until a good faith effort request has been approved (MDOT Form 0180 may be used as a GFE template).

Direct Report RN and RC Requirements

- Ensure sub-vendors are paid promptly – no later than 30 days after the prime has been paid, or as committed in your DBE plan.
Refer to 49 CFR i26.29.
 - Track payments made to DBEs.
(MDOT's payment statement Form 2124 may be helpful.)
- Make sure DBEs perform a commercially useful function (CUF)! You must maintain a written certification that each project was monitored.
- Forms available at www.michigan.gov/mdot under "Doing Business, Forms."



Uniform Report of Awards, Commitments and Payments



Uniform Report of Awards, Commitments and Payments

The Uniform Report counts **all vendors, not just DBEs**, and the federal dollars spent with those vendors.

- It tells the USDOT how many federal dollars were spent on vendors and the number related of federally assisted prime and subcontracts.

Complete a separate uniform report for each USDOT operating authority (FAA, FHWA and FTA) providing funds to your agency.



Uniform Report Time Frames

Semi-annual (FHWA, FTA)

- Two Halves
 1. Oct. 1 to March 31
 2. April 1 to Sept. 30
- All federal funds covered by your goal.
Due June 1 and Dec. 1, respectively.

FAA requires a year-end report only.

Uniform Reports

Report ALL VENDORS, not just DBEs.

“Uniform Report of DBE Commitments/Awards and Payments” leads some people to believe only DBEs are reported –

This is not true!

- Include *all* vendors, DBE and non-DBE alike, in the *total* number and dollars of prime or subcontracts awarded and paid.
- Report DBE awards, commitments, purchases or payments *only* when the column or row title contains the “DBE” acronym.



Uniform Reports – Prime Contracts

A purchase of goods or services from a vendor, service provider, store, or through your city, county, or group buying consortium is a **prime contract** for reporting purposes.

- Report one prime contract for each vendor you buy from during a reporting period.
 - It does not matter whether you buy from the vendor once or multiple times.

Uniform Report Terminology – Subcontractor

Vendors who provide the “prime contractor” with goods or services needed to complete the contract are subcontractors.

- A consultant or designer hired to manage a project for an agency is a “prime.” Anyone the prime hires is a subcontractor.
- The same concept applies to interim and final payments.



Uniform Report - FTA

Eligible FTA federal funds (JARC, 53XX, ARRA, etc.) are reported semi-annually on the “normal” Uniform Report.

- Do not report state/local matching funds.

The “MDOT DBE Commitments/Awards and Payments – Public” application on the MDOT “Single Sign-On” (SSO) website is used to report semi-annually.





Uniform Report - FTA

Include in your uniform report expenditures made with FTA planning, capital and/or operating funds ***except* revenue vehicles, land purchases, agency employee salaries and benefits* or gas/electric/telephone utilities***.

* If you take bids for utilities or benefits, you must report those vendors.



Uniform Report of Awards, Commitments and Payments

- Bus and transit vehicle manufacturers are required to report independently.
- **Do not report revenue vehicles or other vehicles used for passenger transportation.**





New Reporting Requirements

effective for awards, commitments, interim payments and completed payments executed, as of Oct. 1, 2014.

- Federal regulations governing the DBE program have changed.



FEDERAL REGISTER
The Daily Journal of the United States Government

Transportation Department



Search Agency

The Department of Transportation (DOT) was established by an act of Congress on October 15, 1966. The Department's first official day of operation was April 1, 1967. [<http://www.dot.gov/about.html>]

The mission of the Department of Transportation is to ensure a fast, safe, efficient, accessible and convenient transportation system that meets our vital national interests and enhances the quality of life of the American people.



New Reporting Requirements – Two Changes – Effective Fiscal Year 2015 forward

- Awards/commitments: When DBEs are awarded contracts or chosen to provide goods, you must report the award value for each ethnic group and by gender.
- Payments: Beginning with the report due to MDOT in May 2015, you will need to report interim payments made to vendors during each reporting period. Reporting periods for FHWA and FTA are Oct. 1 – March 31 and April 1 – Sept. 30.



Uniform Report Terminology – primes and subs

Don't forget
to report
payments!
You pay for
everything
you buy.

Report interim and final payments for a procurement as a “prime payment.”

- A payment is final when the purchase and payment are made the same day.
- Report both interim and final payment on a long-term contract, beginning on the report due in May 2015.

There is no need to wait to report a final payment if you are confident of reimbursement.

Uniform Report of Awards, Commitments and Payments – The “official” federal form for 2014 and earlier. This form and corresponding instructions are available on MDOT’s FAA/FTA grantee training link at www.michigan.gov/mdotdbe.

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS								
Please refer to the Instructions sheet for directions on filling out this form								
1. Submitted to (check only one):		<input type="checkbox"/> FHWA		<input type="checkbox"/> FAA		<input type="checkbox"/> FTA--Vendor Number _____		
2. AIP Numbers (FAA Recipients Only):								
3. Federal fiscal year in which reporting period falls: FY _____		4. Date This Report Submitted:						
5. Reporting Period		<input type="checkbox"/> Report due June 1 (for period Oct. 1-Mar. 31)		<input type="checkbox"/> Report due Dec. 1 (for period Oct. 1-Sept. 30)				
		<input type="checkbox"/> FAA annual report due Dec. 1						
6. Name of Recipient: _____								
7. Annual DBE Goal(s): Race Conscious Goal _____ % Race Neutral Goal _____ % OVERALL Goal _____ %								
COMMITMENTS/AWARDS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts awarded or committed during this reporting period)	A	B	C	D	E	F	G	H
	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs /Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (num)
8. Prime contracts awarded this period								
9. Subcontracts awarded/committed this period								
Totals								
DBE AWARDS/COMMITMENTS THIS REPORTING PERIOD--BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D	E	F	G	H
	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Other (i.e. not of any other group listed here)	TOTALS (for reporting period only)
10. Total Number of Contracts (Prime and Sub)								
11. Total Dollar Value								
ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A		B		C		D	
	Number of Prime Contracts Completed		Total Dollar Value of Prime Contracts Completed		DBE Participation Needed to Meet Goal (Dollars)		Total DBE Participation (Dollars)	
12. Race Conscious								
13. Race Neutral								
14. Totals								
15. Submitted by (Print Name of Authorized Representative)				16. Signature of Authorized Representative				
17. Phone Number:				18. Fax Number:				

Excerpt from "Official" USDOT FY 2014 Uniform Report Form:

REPORT DBES ONLY IN AREAS HIGHLIGHTED IN YELLOW.
IF A VENDOR IS NOT LISTED ON WWW.MICHIGAN.GOV/MUCP, IT IS NOT A DBE!

	A	B	C	D	E	F	G	H	I
COMMITMENTS/AWARDS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars) [E+G]	Total to DBEs (number) [F+H]	Total to DBEs /Race Conscious (dollars) RC = DBE PROJECT GOAL! Project advertised with % goal.	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars) RN = DBE EARNED JOB AS LOW BIDDER OR MOST QUALIFIED.	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs [C/A]
8. Prime contracts awarded this period [PRIME CONTRACT = PROCUREMENT]									#DIV/0!
9. Subcontracts committed/awarded this period [SUBCONTRACT = PROCUREMENT DONE BY A VENDOR WORKING FOR THE PRIME]									#DIV/0!
9.5 Totals			\$0	0			\$0	0	#DIV/0!
DBE COMMITMENTS/AWARDS THIS REPORTING PERIOD- BREAKDOWN BY ETHNICITY & GENDER	A	B	C	D	E	F	G	H	DBE Totals on Columns C and D, Row 9.5, must be the same as Column H, Rows 10 and 11.
	Black American	Hispanic American	Native American	Subcont. Asian American	Asian-Pacific American	Non-Minority Women	Other (i.e. not of any other group listed here)	TOTALS [A+B+C+D+E+F+G]	
10. Total Number of Contracts (Prime and Sub)	0	0	0	0	0			0	
11. Total Dollar Value	\$0	\$0	\$0	\$0	\$0			\$0	
ACTUAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A		B		C		D		E
	Number of Prime Contracts Completed		Total Dollar Value of Prime Contracts Completed		DBE Participation Needed to Meet Goal (Dollars)		Total DBE Participation (Dollars)		Percentage of Total DBE Participation [D/B]
12. Race Conscious									
13. Race Neutral									#DIV/0!
14. Totals	0		\$0				\$0		#DIV/0!



Uniform Report of Awards, Commitments and Payments

FTA grantees who report to FTA through MDOT submit semi-annual reports at:

<https://sso.state.mi.us/>

This site contains both the PTMS and DBE Uniform Report applications. It is called SSO (single sign-on) because the same user I.D. and password are used to access them.

Semi-Annual "All Funds" Uniform Report – MDOT's Online Version on SSO (FY 2014 and earlier).

- MDOT's FTA grantees – for the semi-annual report, click "FTA," "MDOT Report." Select your agency name from the dropdown menu.

Michigan.gov Home DBE Commitments/Awards Home | Contact DBE Commitments/Awards | Help | MDOT Home Sign Out

Uniform Report of DBE Commitments/Awards and Payments - Add Report

* = Required Fields

* Submitted to: FHWA FAA FTA

* USDOT: Direct Report MDOT Report

* Federal Fiscal Year in which Reporting Period falls:

* Reporting Period: Report Due June 1 (for Oct 1 - Mar 31) Report Due Dec 1 (for Apr 1 - Sep 30)

* Recipient Name:

* Recipient Address:

* Recipient City: State: Michigan * Zip Code:

Note: Do not enter a minus sign, dollar symbol or comma when entering numbers on this form.

Commitments/Awards made during this Reporting Period <small>(Total Contracts And Subcontracts Committed during This Reporting Period)</small>	Prime Contracts Awarded this Period	Subcontracts Committed/ Awarded this Period
* Total Dollars (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total Number	<input type="text"/> ?	<input type="text"/> ?

Semi-Annual "All Funds" Uniform Report – Online Version

Note: Do not enter a minus sign, dollar symbol or comma when entering numbers on this form.

Commitments/Awards made during this Reporting Period (Total Contracts And Subcontracts Committed during This Reporting Period)	Prime Contracts Awarded this Period	Subcontracts Committed/ Awarded this Period
* Total Dollars (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total Number	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Conscious (\$)		<input type="text"/> ?
* Total to DBEs/Race Conscious (number)		<input type="text"/> ?
* Total to DBEs/Race Neutral (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Neutral (number)	<input type="text"/> ?	<input type="text"/> ?

Note: DBEs Race Conscious Prime must be reported as Race Neutral.

DBE Commitments/Awards this Reporting Period - breakdown by Ethnicity & Gender	Total Number of Contracts (Prime and Sub)	Total Dollar Value (\$)
* Black American	<input type="text"/> ?	<input type="text"/> ?
* Hispanic American	<input type="text"/> ?	<input type="text"/> ?
* Native American	<input type="text"/> ?	<input type="text"/> ?
* Subcont. Asian American	<input type="text"/> ?	<input type="text"/> ?
* Asian-Pacific American	<input type="text"/> ?	<input type="text"/> ?
* Non-Minority Women	<input type="text"/> ?	<input type="text"/> ?
* Other (i.e not of any other group listed here)	<input type="text"/> ?	<input type="text"/> ?
Totals (a)		
Total to DBEs (Race Conscious & Neutral) (b)		

Note: Totals (a) and Total to DBEs (b) must match number-wise and dollar-wise.

If you have no DBEs (www.michigan.gov/mucp) put "0" in every row on the top of the report (in gray) that starts with "Total to DBEs/Race."

When all DBE awards are \$0, the purple ethnic and gender section of the MDOT online report disappears.

Semi-Annual Uniform Report – Online Version

If you had DBE participation, dollars and numbers of DBEs reported on the breakdown by ethnicity and gender in the middle of the screen (in purple) have to total the dollars and numbers reported on rows with “DBE” in the name on the top of the screen (in gray).

Note: Do not enter a minus sign, dollar symbol or comma when entering numbers on this form.

Commitments/Awards made during this Reporting Period (Total Contracts And Subcontracts Committed during This Reporting Period)	Prime Contracts Awarded this Period	Subcontracts Committed/ Awarded this Period
* Total Dollars (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total Number	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Conscious (\$)		<input type="text"/> ?
* Total to DBEs/Race Conscious (number)		<input type="text"/> ?
* Total to DBEs/Race Neutral (\$)	<input type="text"/> ?	<input type="text"/> ?
* Total to DBEs/Race Neutral (number)	<input type="text"/> ?	<input type="text"/> ?

Note: DBEs Race Conscious Prime must be reported as Race Neutral.

DBE Commitments/Awards this Reporting Period - breakdown by Ethnicity & Gender	Total Number of Contracts (Prime and Sub)	Total Dollar Value (\$)
* Black American	<input type="text"/> ?	<input type="text"/> ?
* Hispanic American	<input type="text"/> ?	<input type="text"/> ?
* Native American	<input type="text"/> ?	<input type="text"/> ?
* Subcont. Asian American	<input type="text"/> ?	<input type="text"/> ?
* Asian-Pacific American	<input type="text"/> ?	<input type="text"/> ?
* Non-Minority Women	<input type="text"/> ?	<input type="text"/> ?
* Other (i.e not of any other group listed here)	<input type="text"/> ?	<input type="text"/> ?
Totals (a)		
Total to DBEs (Race Conscious & Neutral) (b)		

Note: Totals (a) and Total to DBEs (b) must match number-wise and dollar-wise.

Semi-Annual Uniform Report – DBE Gender and Ethnic Breakdown

DBE Commitments/Awards this Reporting Period - breakdown by Ethnicity & Gender	Total Number of Contracts (Prime and Sub)	Total Dollar Value (\$)
* Black American	<input type="text" value="?"/>	<input type="text" value="?"/>
* Hispanic American	<input type="text" value="?"/>	<input type="text" value="?"/>
* Native American	<input type="text" value="?"/>	<input type="text" value="?"/>
* Subcont. Asian American	<input type="text" value="?"/>	<input type="text" value="?"/>
* Asian-Pacific American	<input type="text" value="?"/>	<input type="text" value="?"/>
* Non-Minority Women	<input type="text" value="?"/>	<input type="text" value="?"/>
* Other (i.e not of any other group listed here)	<input type="text" value="?"/>	<input type="text" value="?"/>
Totals (a)	<input type="text" value=""/>	<input type="text" value=""/>
Total to DBEs (Race Conscious & Neutral) (b)	<input type="text" value=""/>	<input type="text" value=""/>
<i>Note: Totals (a) and Total to DBEs (b) must match number-wise and dollar-wise.</i>		

- If you have DBE participation, please e-mail day-laboj@michigan.gov or call 517-373-9246 for gender and ethnicity of each DBE vendor (or ask the vendor).
- “Other” (i.e., not of any other group listed here) refers to a specific type of DBE. **Do not report “Other” unless you verify the vendor is a DBE.** Use the MUCP site at www.michigan.gov/mucp.

Semi-Annual Report – Final Payments

Actual Payments on Contracts Completed this Reporting Period	Number of Prime Contracts Completed	Total Dollar Value of Prime Contracts Completed (\$)	DBE Participation needed to meet Goal (\$)	Total DBE Participation (\$)
* Race Conscious	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Race Neutral	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Name of Authorized Representative)

* Submitted by:

* E-mail Address:

* Confirm E-mail Address:

* Phone Number: - - Fax Number: - -

* = Required Fields

Submit

Reset

[Michigan.gov Home](#) |
 [DBE Commitments/Awards Home](#) |
 [Contact DBE Commitments/Awards](#) |
 [MDOT Home](#) |
 [State Web Sites](#)
[Privacy Policy](#) |
 [Link Policy](#) |
 [Accessibility Policy](#) |
 [Security Policy](#)
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- Do not report payments until you have paid the vendor everything owed (final payment). You do not need to wait for reimbursement from MDOT to report final payment.
- Most final payments will be reported as "Race Neutral." The only time payment is reported as "Race Conscious" is when the project(s) had a formal DBE participation goal.

Semi-Annual Report – New Form – FY 2015

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

NATIONAL DATA

1 Submitted to (check only one)	<input type="checkbox"/> FHWA	<input type="checkbox"/> FAA	<input type="checkbox"/> FTA - Recipient ID Number
2 AIP Numbers (FAA Recipients):	Grant		
Number (FTA Recipients):			
3 Federal Fiscal year in which reporting period falls	4. Date This Report Submitted:		
5 Reporting Period	<input type="checkbox"/> Report due June 2 (for period Oct 1-Mar 31)	<input type="checkbox"/> Report due Dec 1 (for period April 1-Sep 30)	<input type="checkbox"/> FAA annual report due Dec 1
6 Name and address of Recipient:			
7 Annual DBE Goal(s):	Race Conscious Projection:	Race Neutral Projection:	OVERALL Goal:

Awards/Commitments this Reporting Period

	A	B	C	D	E	F	G	H	I
AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period)	Total Dollars	Total Number	Total to DBEs (dollars)	Total to DBEs (number)	Total to DBEs/Race Conscious (dollars)	Total to DBEs/Race Conscious (number)	Total to DBEs/Race Neutral (dollars)	Total to DBEs/Race Neutral (number)	Percentage of total dollars to DBEs
8 Prime contracts awarded this period	\$ -	0	\$ -	0			\$ -	0	#DIV/0!
9 Subcontracts awarded/committed this period	\$ -	0	\$ -	0	\$ -	0	\$ -	0	#DIV/0!
10 TOTAL			\$ -	0	\$ -	0	\$ -	0	#DIV/0!

BREAKDOWN BY ETHNICITY & GENDER

	A			B		
	Total to DBE (dollar amount)			Total to DBE (number)		
	Women	Men	Total	Women	Men	Total
11 Black American	\$ -	\$ -	\$ -	0	0	0
12 Hispanic American	\$ -	\$ -	\$ -	0	0	0
13 Native American	\$ -	\$ -	\$ -	0	0	0
14 Asian-Pacific American	\$ -	\$ -	\$ -	0	0	0
15 Subcontinent Asian Americans	\$ -	\$ -	\$ -	0	0	0
17 Non-Minority	\$ -	\$ -	\$ -	0	0	0
17 TOTAL	\$ -	\$ -	\$ -	0	0	0

Payments Made this Period

	A	B	C	D	E	F
PAYMENTS ON ONGOING CONTRACTS	Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE firms	Total Number of DBE firms Paid	Percent to DBEs
18 Prime and subcontracts currently in progress	0	\$ -	0	\$ -	0	#DIV/0!

	A	B	C	D	E
TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal (Dollars)	Total DBE Participation (Dollars)	Percent to DBEs
19 Race Conscious	0	\$ -	\$ -	\$ -	#DIV/0!
20 Race Neutral	0	\$ -		\$ -	#DIV/0!
21 Totals	0	\$ -		\$ -	#DIV/0!

22 Submitted by:	23. Signature:	24. Phone Number:
------------------	----------------	-------------------



Uniform Report of Awards, Commitments and Payments

Do Not Include State/Local Matching Funds on your Uniform Report!

If you get money from more than one USDOT agency, submit one report for each agency.



FTA grantees who need help with DBE reporting should contact Jeanne.

day-laboj@michigan.gov

Office: 517-373-9246



DBE Goal-setting



DBE Goals Forecasting – FY 2017

MDOT FTA Grantees Reports will be due July 7, 2016

- Recipients of federal funds are required to predict how many *federal* dollars will be spent on contracting and procurement opportunities.
- MDOT-report grantees will be asked to estimate reportable services and goods to be purchased during FY 2017–2019.



**Disadvantaged Business Enterprise (DBE) Goals Forecasting for Fiscal Years 2015 – 2017
Michigan Department of Transportation (MDOT)
Federal Transit Administration (FTA) Grantees who Report through MDOT**

Agency name:	
Person completing this forecast	Name:
	Title:
Phone:	E-mail:

NON-REPORTABLE ITEMS:

When completing this questionnaire, **do not** include passenger transportation vehicle purchases, land purchases, building utilities, agency employee salaries, or other activities that you do not contract for or purchase from outside vendors.

How much FTA money did your agency spend during FY 2012, 2013, and 2014 to date on reportable items? (hint: pull these dollars from the "prime contract awards" portion of your Semi-Annual Uniform Report.)	\$
How many total FTA dollars did your agency spend on DBEs during FY 2012, 2013, and 2014 to date? (hint: pull these figures from your Semi-Annual Uniform Report.)	\$
*How many FTA dollars do you estimate your agency will spend during FY 2015, 2016, and 2017 on reportable procurements or contracts?	\$
If you <u>did not</u> have DBE participation in the past three fiscal years, briefly explain the reason:	
Have you posted advertisements or RFPs for goods and services on the central DBE Web site in Michigan at www.michigan.gov/mucp in the past three years? <small>If not, forward future ads to Jeanne Day-La Bo at day-labo@michigan.gov for posting. This helps show good faith efforts made to recruit DBEs.</small>	Yes No

What REPORTABLE items will you spend FTA money on in the next three fiscal years?	
<small>Following is a list of items funded by FTA grants for the past three years. Please make your best estimate of the FTA dollars you will spend on items below during the next three years – the total must add up to the amount reported for FY2015-2017, above.</small>	
Type(s) of work to be done with FTA money:	Dollars (\$) of FTA funds
1) Office supplies 453210 Office supplies & stationary stores	\$
2) Fuel 447190 Other gasoline stations and 454310 Fuel dealers	\$
3) Mechanics tools and equipment 333319 Other commercial and service industry machinery manufacturing	\$
4) Staff automobiles and trucks 441110 New car dealers	\$
5) Bike and ski racks for buses 336399 All other motor vehicle parts manufacturing	\$
6) Insurance (this applies only if you take bids for insurance) 524114 Direct Health and Medical Insurance Carriers 524126 Direct property & casualty insurance carriers	\$

Goals Forecasting Template

These dollars *must* be the same as the *Total* on page 2!

7) Bus Wash 811192 Truck and bus washes	\$
8) Bus and staff automobile parts and repairs 423120 Motor vehicle supplies and new parts merchant wholesalers 441310 Automotive parts and accessories stores 811111 General automotive repair	\$
9) Office furniture 442110 Furniture stores	\$
10) Advertising and Marketing 541613 Marketing Consultant Services 541810 Advertising Agencies 541840 Media Representatives 541890 Other services related to advertising	\$
11) Accountants and Audits 541211 Offices of Certified Public Accountants	\$
12) Security and surveillance 561621 Security systems services (except locksmiths)	\$
13) Communications and dispatching equipment (i.e., Telephones and telephone systems; cellular phones; access control system; GPS units; digital recording equipment; monitors for dispatch; interactive voice response; mobile radio units; antennas; bus camera systems; repeaters, etc) 443112 Radio, television, and other electronics stores	\$
14) Energy Efficiency Audits or Other Building Inspection 541350 Building Inspection Services	\$
15) Bus shelters 236220 Commercial and institutional building construction	\$
16) Uniforms 448190 Other clothing stores	\$
17) Administrative and general management - third party managers 541611 Admin management & general management consulting services	\$
18) Landscaping - lawn, tree, shrub maintenance and installation 561730 Landscaping Services	\$
19) Environmental consulting and remediation services 541620 Environmental Consulting Services 562910 Remediation Services 541690 Other scientific & technical consulting services	\$
20) Drug and alcohol testing 621511 Medical Laboratories	\$
21) Mowers, snowblowers, and other non-automotive tools and equipment and repair 444130 Hardware stores and 444210 Outdoor power equipment stores 452990 All other general merchandise stores 811490 Other Personal and Household Goods Repair and Maintenance	\$
22) Garbage/waste collection services 562110 Waste collection services	\$
23) Facility construction or major renovation; paving or repairs to parking lots, driveways, or walkways (dollars from page 3)	\$
24) Other -describe	\$
* TOTAL of rows 1 – 24 must add up to the estimated FTA dollars for fiscal years 2015 – 2017 from page one:	\$

Total dollars reported must equal the page 1 projection for the next three fiscal years.

Do you plan on building any new facilities or doing any major facility renovations in the next three years? If yes, please add facility-related dollars (below) to row 23 above. (236220 Commercial and institutional building construction) If you answered "yes" to the above question, what is the expected FTA portion of the facilities budget?		(Circle One)	
		Yes	No
		\$	←
Are you planning any bus/transit building repairs in the next three years? If yes, enter your expected budget for the repair(s) next to the general repair type(s) listed below.			
541300 Architectural and Engineering Services		\$	
238290 Other building equipment contractors (includes garage door repair/replacement)		\$	
238110 Poured concrete foundation and structure contractors		\$	
238120 Structural steel and precast concrete contractors		\$	
238130 Framing contractors		\$	
238140 Masonry contractors		\$	
238150 Glass and glazing contractors		\$	
238160 Roofing contractors		\$	
238170 Siding contractors		\$	
238190 Other foundation, structure, and building exterior contractors		\$	
238210 Electrical contractors and other wiring installation contractors		\$	
238220 Plumbing, heating, and air-conditioning contractors		\$	
238310 Drywall and insulation contractors		\$	
238320 Painting and wall covering contractors 444120 Paint and wallpaper stores		\$	
238330 Flooring contractors 442210 Floor covering stores		\$	
238340 Tile and terrazzo contractors		\$	
235350 Finish carpentry contractors		\$	
238390 Other building finishing contractors		\$	
238910 Site preparation contractors		\$	
238990 All other specialty trade contractors		\$	
444190 Other building material dealers		\$	
Do you plan on paving or restoring driveways, parking lots, walkways, or ferry docks during FY 2015 – 2017 with FTA money? (If yes, please add these dollars to row 23 above)		(Circle One)	
		Yes	No
If you answered "yes" to the above question, what is the expected FTA portion of your paving and incidentals budget? 237310 Highway, street, and bridge construction 237990 Other heavy and civil engineering construction 327320 Cement manufacturing 541300 Architectural and Engineering Services 339950 Sign manufacturing		\$	

→ This dollar value is the sum of facility and paving work, below.

Report on page 2, line 23.



DBE Goals Forecasting

- Provide your best estimate of the federal dollar value of planning, capital and/or operating assistance contracts that will be awarded using federal funds ONLY.

Refer to your grant applications if you're not sure how much federal money you have asked for or what goods or services you plan to purchase with that money.



DBE Goals Forecasting

Recipients must predict how many federal dollars will be spent on DBEs on RN and RC contracts.

- If the RC or RN goal is not met, USDOT requires an explanation. MDOT will ask the agencies who report through MDOT.
- USDOT wants to know what good faith efforts have been taken to meet the goal.



DBE Goals Forecasting - FTA

Report expenditures made with FTA planning, capital, and/or operating funds, ***except:***

- Land purchases
- Passenger transportation vehicle purchases
- Agency employee salaries
- Gas/electric/telephone utilities





FY 2015-2017 FTA DBE Participation Goal for MDOT and MDOT-Report Agencies

The DBE participation goal for FTA
assisted contracts is:

1.39% RN (no DBE contract goals)



DBE Goals Forecasting and the Vendor Availability Questionnaire

MDOT-report grantees - give your vendors copies of the MDOT Vendor Availability Questionnaire.

- All bidders and quoters must submit this form to MDOT as of Oct. 1, 2014.

The questionnaire, MDOT Form 0168A, is available at www.michigan.gov/mdotdbe under the FTA/FAA resource link.

Commercially Useful Function (CUF)



Commercially Useful Function (CUF)

- Federal authorities audit Michigan jobs for DBE compliance.
- One audit resulted in multi-million dollar court settlements paid by primes after they were found to be in non-compliance with DBE program requirements.



CUF

DBE Nitty Gritty:

- ✓ DBEs must do and be paid for their work in a timely manner.
- ✓ DBEs must use their own workers, supervisors, equipment and materials.
- ✓ DBE work subcontracted to non-DBE does not count toward DBE participation goals.
- ✓ DBEs cannot be removed from RC projects without good cause.
- ✓ DBEs must have five days notice in advance of removal.





CUF

- **Every** time you award a contract or subcontract to a DBE, you **MUST** ensure DBEs committed to work on the contract do their work **AND** are paid for their work in a prompt and timely manner.
- Monitor projects to ensure DBEs are working and getting paid.
- You must provide a **written certification** at project completion that DBEs were monitored to ensure they performed a CUF.



CUF

- 49 Code of Federal Regulations 26.55 outlines CUF requirements.

This subsection also outlines how DBE participation is counted toward RC goals.

- 49 CFR 26.55 is available on the FTA/FAA training documents link.

Monitor and Certify DBE Work

- MDOT has a process to document and confirm that DBEs are doing their work, including:
 - A CUF review (discussed in detail later) done by the project manager, and
 - A certification by the project manager.
- MDOT has developed Form 4109 to meet the monitoring and certification need.
 - You are welcome to “tweak” Form 4109 for your use.



Monitor and Certify DBE Work

FAA, FHWA and FTA grantees must monitor to ensure each DBE does their committed work with their own resources and that they were promptly paid for work performed.

- A written certification that DBE work was monitored, performed with DBE resources, and that DBEs were paid must be on file at project completion.

Certification that DBE work was monitored

(All forms referenced in this presentation are available under the FTA/FAA grantee link at www.michigan.gov/mdotdbe)

Michigan Department
Of Transportation
4109 (03/13)

DISADVANTAGED BUSINESS ENTERPRISE (DBE) COMMERCIALLY USEFUL FUNCTION (CUF) PROJECT SITE REVIEW

Page 1 of 4

Instructions

Federal regulation 49 CFR 26.55 states: "A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation..." This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for DBE goal credit.

Field staff will complete a minimum of one CUF review form for each DBE on each project with a DBE goal. The review form should be completed and submitted to the MDOT Office of Business Development (OBD) before the DBE completes its work.

PROJECT NO.	MDOT REGION	REVIEW DATE
PROJECT LOCATION	REVIEWER	
PRIME CONTRACTOR	REVIEWER'S TITLE	
DBE'S NAME	REVIEWER'S AGENCY	

This DBE's commitment amount on MDOT Form 0178 (Blue Sheet) is: \$

Replacing DBEs

A prime may terminate a DBE subcontract only for good cause.

- The prime must give the DBE five days written notice of the intent to terminate on an **RC** project.
- A prime also must give five days written notice to DBE firms put forward during negotiation of pre-award procurements.

Need help? Customize MDOT Form 0196 – Request to Replace a DBE, for your use!



MDOT Form 0196 – Request to Replace a DBE

(Copy available at www.michigan.gov/mdotdbe, under FTA/FAA grantee training)

Michigan Department
of Transportation
0196 (09/11)

REQUEST TO REPLACE A DISADVANTAGED BUSINESS ENTERPRISE (DBE)

49 CFR 26.53 provides that a prime may not terminate for convenience an approved DBE working on a federally-assisted contract. MDOT must be notified immediately of a DBE's inability to perform any or all of its work and the Primes intent to obtain a substitute DBE. Primes are required to make a good faith effort to replace a DBE that is unable to perform, with another DBE. The substitute DBE must be approved by the Project Manager and Contract Services Division prior to starting work.

Once approved, this DBE must be included on *MDOT Form 0164, or 0165, and MDOT Form 2124A.*

The replacement DBE can not work on the contract until it's work eligibility has been confirmed and required subcontracts, supply, trucking commitments, or other services have been approved by the department.

Submit the original, signed copy of this form to the MDOT Project Manager for review, approval and submittal to Contract Services Division. A copy of this form MUST be provided at the same time to the MDOT Office of Business Development via fax (517) 335-0945 or Email at MDOT-DBE@michigan.gov

CONTRACT NO./AUTHORIZATION NO.
PRIME.
PRIME EMAIL ADDRESS
PRIME PHONE
PRIME CONTACT PERSON
ADVERTISED DBE GOAL %
MODIFIED DBE GOAL (if applicable) %
IF THE DBE BEING REPLACED SUBCONTRACTED WITH A LOWER TIER SUB, NAME THE "PARENT" SUBCONTRACTOR:

DBE FIRM BEING REPLACED	DOLLAR VALUE COMIMITED TO THIS DBE	WORK PERFORMED TO DATE
-------------------------	------------------------------------	------------------------

REASON THIS DBE IS BEING REPLACED:



DOT DBE Program Resource Website

www.osdbu.dot.gov/dbeprogram/index.cfm

and www.fta.dot.gov/dbe

- Guidance for DBE program administrators.
- Answers to most questions.
- DBE and ACDBE sample programs.
- Regulations, tips for goal-setting, forms, questions and answers.