



Agenda

- DBE Program
- Michigan Unified Certification Program (MUCP)
- Small Business Program
- Race-Neutral, Race-Conscious
- Uniform Report (Semi-Annual Report of Awards/Commitments and Payments)
- 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 Web site are available at www.michigan.gov/mdotdbe.



[Michigan.gov Home](#) | [MDOT Home](#) | [Site Map](#) | [Contact MDOT](#) | [FAQ](#) | [State Web Sites](#)

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Doing Business

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- **Contractor Services**
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 - Design/Build
 - Prequalification
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- Bridges, Borders and Ferries**
- News and Information**

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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](#) PDF

[DBE Certification Application](#) PDF

[View Our Calendar of Events](#)

Conference

----- 2012 DBE Conference [GO](#)

Resources

----- Resources, Forms, and Documents [GO](#)

Letting

----- Letting Reports [GO](#)

FTA/FAA

----- FTA/FAA Training Documents [GO](#)

Directories

[DBE Multiplier for Algorithm Calculations](#) PDF

[Search MDOT Prequalified Contractors](#)

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

Quick Links

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

The DBE Program – What is a DBE?

- A certified DBE business 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.
- They must meet DBE size standards.

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;
- Develop firms that can compete successfully outside the DBE program; and
- Give grantees flexibility in establishing and providing opportunities for DBEs.

Michigan Unified Certification Program (MUCP)

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

MUCP Web Site - michigan.gov/mucp

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

Department of Transportation
Michigan.gov

Michigan.gov Home MUCP Home Contact MUCP MUCP Help

MICHIGAN MUCP
Unified Certification Program

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](#)

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,](#)

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. Select "View Helpful Search Tips."

Helpful Hints

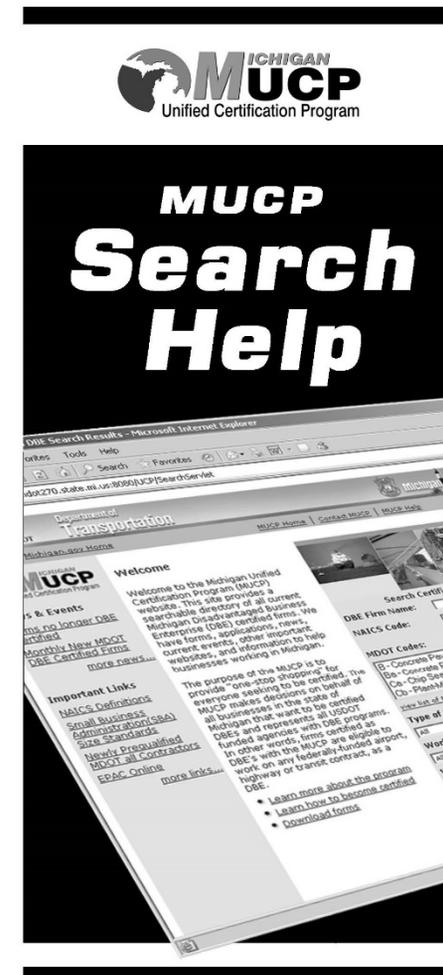
- If you are looking for a certified company on the MUCP-DBE database, here are a few hints that you may find helpful:
- Make sure the company name is spelled correctly.
- Type into the search field only part of the company's name. Some companies may have hyphenated names or other formatting the database 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\Website\brochures\MUCP_Web site help.indd
500 copies printed @ \$0.15 each for a total cost of \$75.



Advertise on the MUCP

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

E-mail the link to the ad on your agency Web Site (preferred) or the ad to Nicholas Sundberg (sundbergn@Michigan.gov) and Yi Ling (Elaine) Luo (luoy@michigan.gov). Include posting and removal dates.



REQUEST FOR QUALIFICATIONS (RFQ) FOR NORTH TERMINAL OPENING EVENTS MANAGER CONTROL NO. 506-161

Issue Date: April 4, 2008

Pri-Response Conference
And Site Tour: April 11, 2008 at 10:00 AM Local Time
Detroit Metropolitan Wayne County Airport
L. C. Smith Terminal
Airport Administration
Mezzanine Level, Conference Room 1
Detroit, Michigan 48242

Pri-Response Question Deadline: Monday, April 14, 2008 at 1:00 PM Local Time

Response Deadline: Wednesday, April 23, 2008 at 3:00 PM Local Time
Wayne County Airport Authority, Firehouse 101
Detroit Metropolitan Wayne County Airport
L. C. Smith Terminal Lower Level A
Detroit, Michigan 48242

Purchasing Contact: Danna Colby Andrews, CPFP, CPBB
Procurement Project Manager
Phone: (734) 355-4772
Fax: (734) 955-5648
Email: purchasing.audre@waa.us

Note: Detroit, Michigan 48242 is the mailing address of Detroit Metropolitan Wayne County Airport. The Detroit Metropolitan Wayne County Airport is physically located within the boundaries of the City of Romulus, Michigan.

DESCRIPTION: Responses are being solicited for the purpose of contracting for management services required to plan, and deliver invitational and public celebrations for opening of the new North Terminal at Detroit Metropolitan Wayne County Airport scheduled for September 2008.

The Form of Agreement (FOA) for this solicitation is not yet available. The Form of Agreement will be issued as an Addendum to this solicitation on or about April 10, 2008.

The solicitation, along with all Attachments may be downloaded from the Michigan Intergovernmental Trade Network (MITN) website: www.michigan.gov. A link to this website is available on the Wayne County Airport Authority website: www.waiauthority.com (Select Business Opportunities on the left side of the page). Special Notice and all Addenda issued to the Authority must be viewed or downloaded from the above listed websites.



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.
- CHS of West Michigan and Construction News Corp, Cleveland

BIDDER QUALIFICATIONS

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

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



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.

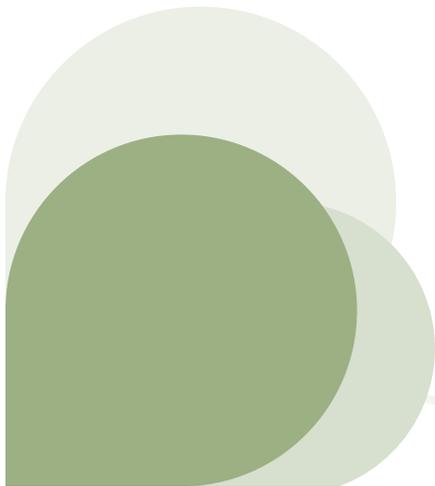
- SBP procedures and applications are available at michigan.gov/mucp.
 - DBEs automatically qualify.
 - Non-DBEs reviewed and approved by MDOT.



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



Race-Neutral and Race-Conscious Projects/Procurements



Race-Neutral DBE Participation

- Race-Neutral (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.





RN Requirements for MDOT-Report Grantees

- Provide vendors with MDOT's Vendor Availability Questionnaire (Form 0168A).
- Ensure sub-vendors are paid promptly.
- Track payments made to DBEs.
 - MDOT's Prime Consultant Statement of DBE Sub-Consultant Payments (Form 0165) can be used as a template.
- Certify that DBEs have been monitored (Form 4109)
- Forms are available at michigan.gov/mdot under "Doing Business, Forms."

■ Race-Conscious Participation on Contracts

- Race-Conscious (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% DBE participation goal means certified DBEs, as confirmed by the MUCP Web site, must be committed to perform 5% 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.

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





RC Reporting and Monitoring for MDOT Grantees

- Once awarded, you must monitor contracts to ensure DBEs work as committed and that all subs are paid promptly.
- You must keep a running tally of payments made to DBEs.
- You must keep a written certification that contracts were monitored to ensure DBEs worked.
 - Use or tweak MDOT Form 4109 – Commercially Useful Function Site Review.



RC Reporting and Monitoring

If a DBE is unable to perform or meet the DBE goal, the prime vendor will need to make a formal substitution request and/or submit a Good Faith Effort (GFE) Request.

- MDOT Form 0196 – Request to Replace a DBE
- Refer prime vendors to Nick Sundberg for help with pre- and post-award GFE requests.



RC DBE Contract Goals

Do not award an RC project unless the prime either meets the percent goal or applies for, and receives, a good faith effort modification.

MDOT will process good faith effort applications for MDOT-report agencies.





RN and RC Requirements for Direct Reports

- You must track bidders and quoters.
MDOT uses an approved statistical sampling method, the 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 0188 may be used as a GFE template).



Vendor Availability Questionnaire

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 1-888-323-1264 or E-mail Nick Sundberg at sundbergn@michigan.gov. 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"/> \$2 - \$5 million	<input type="checkbox"/> \$5 - \$10 million	<input type="checkbox"/> \$10 - \$22.41 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		



RN and RC Requirements for Direct Reports

- Ensure all 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 2124a may be helpful.)
- Make sure DBEs perform a commercially useful function (CUF)! You must maintain a written certification that each project was monitored.
- Forms are available at 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 **vendors** and the federal dollars spent with those vendors.

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

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
- Due June 1 and Dec. 1, respectively.

FAA requires a year-end report only.



Uniform Reports

Report ALL VENDORS, not just DBEs.

Include *all* vendors, DBE and non-DBE, in the *total* number and dollars of prime or subcontracts awarded and paid.

Report DBE 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 hired to manage a project for an agency and to contract with other vendors to perform work on the project is a prime contractor.

- Contractors, suppliers or service providers hired by the consultant prime contractor are subcontractors.



Uniform Report - FTA

Eligible FTA federal funds are reported semi-annually on the “normal” Uniform Report.

- Do not report state/local matching funds.

You will use the “MDOT DBE Commitments/Awards and Payments – Public” application on MDOT’s “MILogin” Website 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.**



Uniform Report of Awards, Commitments and Payments – The “official” federal form

This form and corresponding instructions are available on MDOT’s FAA/FTA grantee training link at www.michigan.gov/mdotdbe.

General Reporting

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"/> PHWA <input type="checkbox"/> PAA <input type="checkbox"/> PTA-Recipient ID Number									
2	AIP Number (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 1 (for period Oct. 1-Mar. 31) <input type="checkbox"/> Report due Dec. 1 (for period April 1-Sept. 30) <input type="checkbox"/> PAA 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	AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (total contracts and subcontracts committed during this reporting period)	A Total Dollars	B Total Number	C Total to DBEs (dollars)	D Total to DBEs (number)	E Total to DBEs /Race Conscious (dollars)	F Total to DBEs/Race Conscious (number)	G Total to DBEs/Race Neutral (dollars)	H Total to DBEs/Race Neutral (number)	I Percentage of total dollars to DBEs
8	Prime contracts awarded this period									
9	Subcontracts awarded/committed this period									
10	TOTAL									
BREAKDOWN BY ETHNICITY & GENDER										
Contracts Awarded to DBEs this Period										
B		A Total to DBE (dollar amount)			D Total to DBE (number)					
		Women	Men	Total	Women	Men	Total			
11	Black American									
12	Hispanic American									
13	Native American									
14	Asian-Pacific American									
15	Subcontinent Asian Americans									
16	Non-Minority									
17	TOTAL									
Payments Made this Period										
C	PAYMENTS ON ONGOING CONTRACTS (report activity of ongoing contracts)	A Total Number of Contracts	B Total Dollars Paid	C Total Number of Contracts with DBEs	D Total Payments to DBE firms	E Total Number of DBE firms Paid	F Percent to DBEs			
18	Prime and sub contracts currently in progress									
D	TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD	A Number of Contracts Completed	B Total Dollar Value of Contracts Completed	C DBE Participation Needed to Meet Goal (Dollars)	D Total DBE Participation (Dollars)	F Percent to DBEs				
19	Race Conscious									
20	Race Neutral									
21	Totals									
22	Submitted By:			24. Signature:			25. Phone Number:			



Uniform Report of Awards, Commitments and Payments

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

<https://milogintp.michigan.gov>

Semi-Annual Uniform Report – MDOT’s Online Version on MILogin

- 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 Uniform Report – Online Version

	A	B	C	D	E	F	G	H	I
A AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD <small>(total contracts and subcontracts committed during this reporting period)</small>	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									
9 Subcontracts awarded/committed this period									
10 TOTAL									

B	BREAKDOWN BY ETHNICITY & GENDER	Contracts Awarded to DBEs this Period					
		A	B	C	D	E	F
		Total to DBE (dollar amount)			Total to DBE (number)		
		Women	Men	Total	Women	Men	Total
11	Black American						
12	Hispanic American						
13	Native American						
14	Asian-Pacific American						
15	Subcontinent Asian Americans						
16	Non-Minority						
17	TOTAL						

If you have no DBEs (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 ethnic and gender section of the MDOT online report disappears.

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

[Michigan.gov Home](#) | [DBE Commitments/Awards Home](#) | [Contact DBE Commitments/Awards](#) | [MDOT Home](#) | [State Web Sites](#)
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 Copyright © 2001-2011 State of Michigan

- Do not report final payments until you have paid the vendor everything owed. 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.



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 Nick.

sundbergn@michigan.gov

Office: 517-241-4806



DBE Goal-setting



DBE Goals Forecasting – FY 2017

MDOT FTA Grantees Reports will be Due 6/23/17

- 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 Fiscal Years 2018 – 2020.



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? 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.	Yes No

What REPORTABLE items will you spend FTA money on in the next three fiscal years?	
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.	
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 which 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.
- 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 current DBE participation goal for FTA-assisted contracts is **1.39%**:

1.39% RN (no DBE contract goals)

0.0% RC (contracts with DBE goals)

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 that has an RC DBE participation goal, 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 RN 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 ensure that DBEs work.
- This process includes a commercially useful function (CUF) review 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 michigan.gov/mdotdbe)

Michigan Department
Of Transportation
4109 (12/13)

COMMERCIALLY USEFUL FUNCTION (CUF) REVIEW

Page 1 of 2

Performance of a CUF review is required on each DBE subcontractor on a Michigan Department of Transportation let federally-assisted construction project. The review should be conducted when the DBE first begins work. Monitoring is to be done through the course of the project. 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 obtaining DBE credit on this project.

REVIEWER'S NAME (Print clearly)	REVIEWER'S AGENCY	REVIEWER'S PHONE NUMBER ()
PROJECT NUMBER (ID)	CONTRACTOR THAT THE DBE SUBCONTRACTS TO OR WORKS FOR	
DBE FIRM BEING REVIEWED	FIELD INSPECTION DATE	

DESCRIBE DBE'S SCOPE OF WORK. (Review DBE Commitment form 0178 (blue sheet), subcontract, trucking work sheet (Form 4101) and/or purchase order(s), truck ticket(s), etc., to assist in determination of CUF compliance.

SUBCONTRACTS AND PURCHASE ORDERS

Are purchase orders, subcontracts and/or trucking tickets, bills of lading, etc., filed in the project office? If no, explain below.

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEES

Does the DBE have employees on the job?
Do they appear on the DBE firm's payroll? If no, explain below.
Do they appear on the prime contractor's payroll?
Does the DBE assign work to them?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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 michigan.gov/mdotdbe, under FTA/FAA grantee training)

Michigan Department
Of Transportation
0196 (08/16)

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REMOVAL/SUBSTITUTION REQUEST

[Clear Form](#)

For projects with Race Conscious DBE Goals, this form MUST be FIRST approved by the Project Engineer then forwarded to MDOT's Office of Business Development for Final Approval. Please fax to (517) 335-0945 or email at MDOT-DBE@michigan.gov.

CONTRACT ID	PRIME CONTRACTOR
CURRENT DBE GOAL %	PRIME CONTACT PERSON
PRIME PHONE	PRIME EMAIL ADDRESS

IF THE DBE BEING REMOVED OR REPLACED IS SUBCONTRACTED WITH A LOWER TIER SUB, NAME THE "PARENT" SUBCONTRACTOR

DBE FIRM BEING REMOVED

DOLLAR VALUE COMMITTED TO THIS DBE \$	WORK PERFORMED TO DATE \$
---------------------------------------	---------------------------

REASON THIS DBE IS BEING REMOVED

WAS THE DBE FIRM GIVEN 5** DAYS WRITTEN NOTICE BEFORE REMOVAL? YES or NO If yes, please attach written notice.

WILL THE DBE GOAL FOR THE PROJECT STILL BE MET? YES or NO

If no, has form 0188 been submitted to OBD? YES or NO



DOT DBE Program Resource Web Site

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.



Thank you!

