**OFFICE OF CIVIL RIGHTS**

**DBE UTILIZATION FORM**

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| --- | --- | --- | --- |
| **CONTRACT/BID NO**: |  | **DBE GOAL:** |  |
| **PROJECT NAME:** |  | **CONTRACT TYPE:** |  |
| **CONTRACT VALUE**: |  | **DBE GOAL VALUE**: |  |
| **DBE Goal Value To Date:** |  | **DBE % To Date:** |  |

**Please check one:  Original Plan  Modified Plan**

I/We, (THE CONTRACTOR) {**Enter Prime Contractor Name}** hereby submit the following proposed plan for DBE/Non-DBE participation, in keeping with requirements set forth in 49 CFR 26.53.  I/We understand and agree that the District Department of Transportation’s Office of Civil Rights will review the below information and issue a decision as to the approval or denial of the DBE utilization plan. **The Notice to Proceed (NTP) will not be issued until this document and all required attachments have been received and approved by the DDOT Office of Civil Rights!**

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| --- | --- | --- | --- |
| **DBE PLAN** | | | |
| **Name & Address of DBE** | **NAICS Code of Work to be completed by DBE**  **SUPPLIES: CALCULATE at 60% of TOTAL** | **Estimated Dollar Value of DBE Participation** | **% of DBE Participation** |
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|  |  |  |  |
| **TOTALS TO DATE: $** | |  | **%** |

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| --- | --- | --- |
| **NON-DBE SUB-CONTRACTORS** | | |
| **Name & Address of**  **Non-DBE Sub-Contractor** | **Description of Work to be completed by**  **Non-DBE Sub-Contractor** | **Estimated Dollar Value of Participation** |
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|  |  |  |
| **TOTALS TO DATE: $** | | **%** |

***Failure to comply with these directives may prevent/delay the issuance of the NTP for this project.***

The undersigned hereby further assures that the information included herein is true and correct, and that the DBE firm(s) listed herein have agreed to perform a commercially useful function stated in the work description noted for each firm. The undersigned further understands that no changes to the DBE Plan may be made without prior approval from the DDOT Office of Civil Rights.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contractor Print Name of Authorized Representative**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Authorized Representative**

**PROVISIONAL APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **DENIED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Approval to be granted upon receipt of copies of all Contracts for the above listed sub-contractors. Submit documents to the DDOT OCR/Representative within sixty (10) days from the date of Award through the DBE Compliance system. If not, Task Order/Contract referenced above may be rescinded.**

**FINAL APPROVAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **DENIED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final Approval Denied: Contacted OCP to rescind Task Order/Contract:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMMENTS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE OF CIVIL RIGHTS**

DBE Utilization Form Instructions

**For more information, please contact the DDOT’s Office of Civil Rights*.***

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| ***Contract/Bid No***: Enter the Project Number or Solicitation Number  ***DBE Goal***: Enter the DBE Goal noted in the Contract/Solicitation documents  ***Project Name***: Enter the Project Name as it appears on the Contract/Solicitation documents  ***Contract Type***: Enter the Contract Type, i.e., Construction, Design, Construction Management, etc.  ***Contract Value***: Contract Award Amount  ***DBE Goal Value***: Enter the value of the Contract Award Amount multiplied by DBE Goal Percentage  ***Original or Modified Plan***: Indicate whether this is an original DBE Plan or a request for modification due to change in circumstances or because of denial of an original plan.  **DBE PLAN**  ***Name & Address of DBE***: Enter the DBE Name and Address  ***Description of Work to be completed by DBE***: Enter a condensed version of the scope of work to be performed by the DBE. Specify type of work and the percentage of the type of work to be performed by the DBE, i.e., Type: Trucking, Supplies, Material, Labor or a combination thereof. **Please be reminded that if DBE subcontractor’s scope is to furnish Supplies/Material without installation cost must be calculated at 60% of the total contract value to be applied towards DBE Goal!**  ***Estimated Dollar Value of DBE Participation***: Enter the Estimated Contract Value to be awarded to the DBE for the work to be performed. This Contract Value should appear on the Letter of Intent. If the DBE is a supplier, indicate the amount of expenditures allocated for services separate from supplies.  ***% of DBE Participation***: Divide the Contract Value noted on the Letter of Intent by the Contract Value awarded by DDOT to determine the % of DBE participation for each DBE listed.  ***Totals***: Enter the total of the “Estimated Dollar Value of DBE Participation” and “% of DBE Participation” columns.  **Print the Contractor Name Print the Authorized Representative Name**  **Signature of the Authorized Representative Date form was signed**  **Attach a copy of the DBE Certification Letter, DBE Quote to the Contractor and the Letter of Intent for all DBE’s listed on the DBE Plan**.  **NON-DBE PLAN**  ***Name & Address of Non- DBE***: Enter the Non-DBE Name and Address  ***Description of Work to be completed***: Enter a condensed version of the scope of work to be performed. Specify type of work and the percentage of the type of work to be performed, i.e., Type: Trucking, Supplies, Material, Labor or a combination thereof.  ***Estimated Dollar Value of Participation***: Enter the Estimated Contract Value to be awarded to the Non-DBE sub-contractor for the work to be performed. This Contract Value should appear on the Letter of Intent.  ***Totals***: Enter the total of the “Estimated Dollar Value of Participation” and “% of Participation” columns.  **Print the Contractor Name Print the Authorized Representative Name**  **Signature of the Authorized Representative Date form was signed**  **DBE Contract Compliance System:** This contract is subject to contract compliance tracking, and the prime contractor and any subcontractors are required to provide any noted and/or requested contract compliance-related data electronically in the Contract Compliance System. The prime contractor and all subcontractors are responsible for responding by any noted response date or due date to any instructions or request for information, and to check the Contract Compliance System on a regular basis to manage contact information and contract records. The prime contractor is responsible for ensuring all subcontractors have completed all requested items and that their contact information is accurate and up-to-date. DDOT’s Small Business Inclusion Office may require additional information related to the contract to be provided electronically through the system at any time before, during, or after contract award.  Information related to contractor access of the system will be provided to a designated point of contact with each contractor upon award of the contract. The Contract Compliance System is web-based and can be accessed at the following Internet address: [https://ddot.dbesystem.com](https://ddot.dbesystem.com/)  To submit the completed DBE Utilization Form for review, or if you have questions regarding our DBE contract compliance system please contact by e-mail: [damien.mayo@dc.gov](mailto:damien.mayo@dc.gov) |

**Damien R. Mayo**

***EO Local and Federal Compliance Officer Office of Civil Rights***

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