# Bi-Monthly Disadvantaged Business Enterprise (DBE) Participation Report - Instructions

This excel file will now be used to complete all district bi-monthly DBE participation reporting.

The code to unlock your sheet, if necessary: **1234**

## DBE Form:

On the "DBE Form" sheet, fill in the grey areas as detailed below in Sections 1, 2, and 3:

### Section 1: Project Information

- **Project No.:** Enter the Project Number in which this report is referencing.
- **F.A.P. No.:** Enter the Federal Aid Primary number.
- **Reporting Period:** Enter the date range of the reporting period for this submission.
- **Prime Contractor:** Enter the name of the Prime Contractor awarded the subject project.
- **Vendor ID:** Enter the Vendor ID of the Prime Contractor awarded the subject project.
- **District:** Select the District Number from the dropdown menu.

### Section 2: Contract Details

- **Original Contract Value:** Enter the original contract value of this project.
- **Current Contract Value:** Enter the current contract value of this project.
- **Specified Goal %:** Enter the advertised DBE Goal percentage for this project.
- **Award Date:** Enter the date the project was awarded.
- **Anticipated Completion Date:** Enter the date the project is anticipated to be substantially completed.
- **Current Participation %:** The current DBE participation percentage achieved on this project. This value will automatically populate by the numbers entered in your data.

### Section 3: List of DBE Firms Approved to Perform Work on Contract

- Pre-Award Commitment (PAC) Firm(s)
    - **Pre-Award Commitment (PAC) Firm(s):** Enter the name of each PAC DBE subcontractor awarded on the subject project. The name entered will automatically populate into the 'Subcontractor' box on the corresponding sheet.
    - **Pre-Award Assigned Value of Work:** This value will automatically populate once your data is entered on the corresponding sheet. This value represents the value of work committed to the PAC Subcontractor.
    - **Verified Value of Work Performed:** This value will automatically populate once your data is entered on the corresponding sheet. This value represents the final verified value of DBE credit paid to the PAC Subcontractor.
- Good Faith Effort (GFE) Firm(s)
    - **Good Faith Effort (GFE) Firm(s) *With Approved CLA-12*:** Enter the name of all additional DBE subcontractors added to the project as a GFE. All GFE Firms must have an approved CLA-12.
    - **Pre-Award Assigned Value of Work:** No value should be entered in this field.

    - **Verified Value of Work Performed:** This value will automatically populate once your data is entered on the corresponding sheet. This value represents the final verified value of DBE credit paid to the PAC Subcontractor.

**Totals:** A total value for the Pre-Award Assigned Value of Work and Verified Value of Work Performed will automatically populate once your data is entered on the corresponding sheets and the 'Verified Value of Work Performed' is entered for the Subcontractors added as GFE's.

**Percent of Original Contract Value:** A percentage will automatically populate based on your values entered. The total value for the 'Pre-Award Assigned Value of Work' will automatically populate once your data is entered on the corresponding sheets.

**Percent of Current Contract Value:** A percentage will automatically populate based on your values entered.

**PAC Sheets (Repeat the steps listed below for all PAC Sheets with corresponding PAC subcontractors on the project):**

***Note:*** *For "Lump Sum" Items, replace the "Bid Quantity" and "Pre-Award Quantity" values with the "Unit Price" value and replace the "Unit Price" value with "$1.00". Next, enter the dollar amount paid to the Prime for the "Quantity Paid to Prime" value and the dollar amount paid to the DBE for the "Quantity Paid to DBE by Prime" value.*

- **Project No.:** This value will automatically populate based on the 'Project No.' entered on the 'DBE Form'.
- **Subcontractor:** This value will automatically populate based on the Subcontractor Name entered in the 'Name of Firm' section on your 'DBE Form' sheet.

**Next, the table must be completed in the order as described below:**

- **Check if PAC Item:** Check box if PAC Item, leave unchecked if item was added as a GFE post-award.
- **Item No.:** Enter the item number.
- **Description:** Enter the item description.
- **Firm Type Code:** Select the firm type code from the drop down menu:
    - "S" - Subcontracted or Partially Subcontracted Items.
    - "PD" - Distributor Items (40% Credit).
    - "PS" - Supply Items (60% Credit).
    - "T" - Trucking Items
    - "M" - Manufactured Items
    - "V" - Services
    - "L" - Leased Items
- **Firm Type Percentage:** This percentage will automatically populate based on the firm type code selected:

  - 100.00% - “S” Subcontracted or Partially Subcontracted Items
  - 40.00% - “PD” Distributor Items (40% Credit).
  - 60.00% - “PS” Supply Items (60% Credit).
  - 100.00% - “T” Trucking Items
  - 100.00% - “M” Manufactured Items
  - 100.00% - “V” Services
  - 100.00% - “L” Leased Items
- **Bid Quantity:** Enter the items bid quantity.
- **Pre-Award Quantity:** Enter the quantity of the item.
- **Unit:** Enter the unit of the item.
- **Unit Price:** Enter the unit price of the item.
- **Pre-Award Amount:** This value will automatically populate and is the ‘Pre-Award quantity’ multiplied by the ‘Unit Price’.
- **Pre-Award DBE Credit (40%, 60%, or 100%):** This value will automatically populate and is the ‘Firm Type Percentage’ multiplied by the ‘Pre-Award Amount’.
- **Net CO Quantity:** If applicable, enter the Change Order amount in the positive or negative amount.
- **Quantity Paid to Prime:** Enter the final quantity paid to the Prime Contractor.
- **Quantity Paid to DBE by Prime:** Enter the final quantity paid to the PAC subcontractor by the Prime Contractor.
- **Verified Amount Paid to DBE by Prime:** This value will automatically populate and is the ‘Unit Price’ multiplied by the ‘Quantity Paid to DBE’.
- **DBE Credit:** This value will automatically populate and is the ‘Firm Type Percentage’ multiplied by the ‘Verified Amount Paid to DBE’.
- **Shortfall or Surplus:** This value will automatically populate and is the difference between the ‘Pre-Award DBE Credit (40%, 60%, or 100%)’ value and the ‘DBE Credit’ value.
- **Date:** Enter the date of the verified check used to verify payments.
  - **Note:** Please enter each “/” for the date for excel to process it correctly (XX/XX/XX).
- **Amount:** Enter the amount paid to the DBE subcontractor by the Prime in that specific check.
- **Verified?:** Select ‘Yes’ or ‘No’ from the drop-down menu if this payment was verified by the Prime contractor, subcontractor, and CTDOT.

### GFE Sheets (Repeat the steps listed below for all GFE Sheets with corresponding GFE subcontractors on the project):

***Note:*** *For "Lump Sum" Items, replace the "Bid Quantity" and "Pre-Award Quantity" values with the "Unit Price" value and replace the "Unit Price" value with "$1.00". Next, enter the dollar amount paid to the Prime for the "Quantity Paid to Prime" value and the dollar amount paid to the DBE for the "Quantity Paid to DBE by Prime" value.*

- **Project No.:** This value will automatically populate based on the ‘Project No.’ entered on the ‘DBE Form’.

- **Subcontractor:** This value will automatically populate based on the Subcontractor Name entered in the ‘Name of Firm’ section on your ‘DBE Form’ sheet.

**Next, the table must be completed in the order as described below:**

- **Check if PAC Item:** Check box if PAC Item, leave unchecked if item was added as a GFE post-award.
- **Item No.:** Enter the item number.
- **Description:** Enter the item description.
- **Firm Type Code:** Select the firm type code from the drop down menu:
    - “S” - Subcontracted or Partially Subcontracted Items.
    - “PD” - Distributor Items (40% Credit).
    - “PS” - Supply Items (60% Credit).
    - “T” - Trucking Items
    - “M” - Manufactured Items
    - “V” - Services
    - “L” - Leased Items
- **Firm Type Percentage:** This percentage will automatically populate based on the firm type code selected:
    - 100.00% - “S” Subcontracted or Partially Subcontracted Items
    - 40.00% - “PD” Distributor Items (40% Credit).
    - 60.00% - “PS” Supply Items (60% Credit).
    - 100.00% - “T” Trucking Items
    - 100.00% - “M” Manufactured Items
    - 100.00% - “V” Services
    - 100.00% - “L” Leased Items
- **Bid Quantity:** Enter the items bid quantity.
- **Pre-Award Quantity:** Enter a $0.00 in this box.
- **Unit:** Enter the unit of the item.
- **Unit Price:** Enter the unit price of the item.
- **Pre-Award Amount:** This value will automatically populate and is the ‘Pre-Award Quantity’ multiplied by the ‘Unit Price’, which will populate to a blank value.
- **Pre-Award DBE Credit (40%, 60%, or 100%):** This value will automatically populate and is the ‘Firm Type Percentage’ multiplied by the ‘Pre-Award Amount’, which will populate to a blank value.
- **Net CO Quantity:** If applicable, enter the Change Order amount in the positive or negative amount.
- **Quantity Paid to Prime:** Enter the final quantity paid to the Prime Contractor.
- **Quantity Paid to DBE by Prime:** Enter the final quantity paid to the DBE subcontractor by the Prime Contractor.
- **Verified Amount Paid to DBE by Prime:** This value will automatically populate and is the ‘Unit Price’ multiplied by the ‘Quantity Paid to DBE to Prime’.
- **DBE Credit:** This value will automatically populate and is the ‘Firm Type Percentage’ multiplied by the ‘Verified Amount Paid to DBE by Prime’.

- **Shortfall or Surplus:** This value will automatically populate and is the difference between the 'Pre-Award DBE Credit (40%, 60%, or 100%)' value and the 'DBE Credit' value.
- **Date:** Enter the date of the verified check used to verify payments.
    - **Note:** Please enter each "/" for the date for excel to process it correctly (XX/XX/XX).
- **Amount:** Enter the amount paid to the DBE subcontractor by the Prime in that specific check.
- **Verified?:** Select 'Yes' or 'No' from the drop-down menu if this payment was verified by the Prime contractor, subcontractor, and CTDOT.