

CapMetro

DBE Final Report

12.2024

Code of Federal Regulations

Code of Federal Regulations (CFR) Title 49, Subtitle A, Part 26

**Participation by Disadvantaged Business Enterprises in Department of
Transportation Financial Assistance Programs**

Funding Source – Federal Transit Administration

Triennial Goal – Attained through Good Faith Effort

Exhibit D

Exhibit D of a CapMetro Contracts/Procurements include the requirements of the forms that are addressed in this training, along with other DBE requirements.

Please ensure to READ Exhibit D in its ENTIRETY.

If you are completing this form as a result of an active contract or procurement, ensure that the purchaser, contract administrator, and/or project manager are copied.

DBE Final Report

The contractor will complete and submit the **DBE Final Report** prior to contract closeout to show final DBE goal attainment under the contract, whether the contract DBE goal was attained or not attained, and justification if the DBE contract goal was not attained.

Reference Exhibit D, Section 16 (DBE Final Report)

Disclaimer: If you are completing this as a result of an active contract or procurement, ensure that the purchaser, contract administrator, and/or project manager are copied.

DBE Final Report



Disadvantaged Business Enterprise (DBE)
Final Report

9/2024

DBE Final Report

This DBE Final Report form must be filled out by the Contractor named below for the referenced Contract Number below and submitted to the DEI Department with a copy to CapMetro's Project Manager and Contract Administrator of the Contract upon completion of the contract. The report should reflect all DBE activity on the contract. The report will aid in expediting the final estimate for payment. If the DBE goal requirements were not met, documentation supporting good faith efforts must be submitted.

Contract Number: Contract DBE Goal: %

Contract Name:

Contractor Name:



Step 1: Input contract
information and contact
information.

This is to certify that % of the work was completed by DBEs towards the contract DBE goal listed above.

Was there a project under-run caused by a CapMetro change order that impacted DBE Goal attainment?

Yes ☐ No ☐

Change Order Number: (List additional change orders below in comments.)

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Contract Number:

Contract DBE Goal: %

Contract Name:

Contractor Name:

This is to certify that % of the work was completed by DBEs towards the contract DBE goal listed above.

Was there a project under-run caused by a CapMetro change order that impacted DBE Goal attainment?

Yes ☐ No ☐

Change Order Number: (List additional change orders below in comments.)

Step 2: Indicate DBE goal attainment.



This is based on total payments to DBE.

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Contract Number: Contract DBE Goal: %

Contract Name:

Contractor Name:

This is to certify that % of the work was completed by DBEs towards the contract DBE goal listed above.

Was there a project under-run caused by a CapMetro change order that impacted DBE Goal attainment?

Yes ☐ No ☐

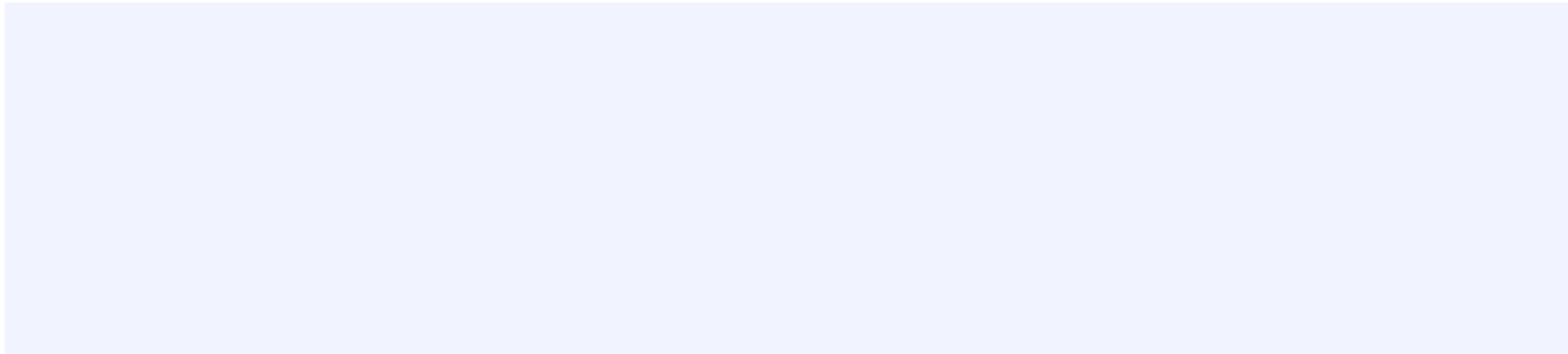
Change Order Number: (List additional change orders below in comments.)

Step 3: If there was a reason impacting goal attainment, check "Yes" and if there was a change order (i.e., modification to the contract or task order) impacting the attainment, include the number. You can add more numbers in the explanation section.



DBE Final Report

If the contract DBE goal was not attained, please provide justification for not meeting the contract DBE goal and provide attachments, if available.



Step 4: Use this section to provide an explanation justifying why you were unable to meet the DBE goal attainment of the contract.

Include your printed name, title, signature, and date below. By signing this document, you are an authorized representative of Contractor for the Contract referenced above to affirm that all information included in this DBE Final Report is true.



Name/Title of Contractor Authorized Representative

Signature of Contractor Authorized Representative



Date

DBE Final Report

If the contract DBE goal was not attained, please provide justification for not meeting the contract DBE goal and provide attachments, if available.

Include your printed name, title, signature, and date below. By signing this document, you are an authorized representative of Contractor for the Contract referenced above to affirm that all information included in this DBE Final Report is true.

Name/Title of Contractor Authorized Representative

Signature of Contractor Authorized Representative

Date



Step 5: Print, sign, and date the form. The form will be submitted to DBE@capmetro.org and copy the project manager and Contract Administrator

Contact & Website To Get Forms/Training

Send an email to DBE@capmetro.org for assistance.

**DBE Forms, Trainings, &
New User – Vendor Information Form
(Vendor Reporting System –VRS)
<https://www.capmetro.org/dbe>**

CapMetro

Thank you!