



DBE PROJECT COMPLIANCE REVIEW CHECKLIST FOR AIRPORTS

Airport Name:	Grant Identifier:	
Airport DBE POC:	DBE POC Telephone #:	DBE POC Email:

Pre-Award Project Checklist

- Collect form EO-380AV, DBE Participation for Federally Funded Airport Projects, completed and signed by both the DBE contractor(s) and prime contractor and submit as part of the bid award package to Bureau of Aviation (BOA) project manager for review and approval prior to award.
- If prime contractor is unable to meet the DBE goal, collect documentation of its good faith effort and submit to BOA project manager for review and approval prior to award.
 - Ensure subcontractor quotes for both DBEs and non-DBEs are included as part of the good faith effort documentation in those instances where a non-DBE's quote is selected over a DBE's quote due to the prime's determination that the DBE firm's quote was too high or unreasonable.

Post Award (Pre-Construction/Design) Project Checklist

- Enter information on EO-380AV into the dotGrants system.
- Collect fully executed (signed) subcontracts for all DBE firms listed on the EO-380AV.
 - Review DBE subcontract(s) to ensure firms listed and scope of work is consistent with what is listed on EO-380AV and in dotGrants.
 - Ensure dollar value of DBE subcontract(s) is/are equal to or greater than the amount(s) listed on the EO-380AV.
 - Ensure that the NAICS codes included on the EO-380AV accurately reflect the items of work to be performed by the DBE firm(s). Also ensure that the DBE firm is certified with the applicable NAICS codes for that type of work.

During Construction and/or Design Checklist

- Complete form EO-354AV, DBE Commercially Useful Function Report, to verify that the DBE's are performing a commercially useful function. This must be completed for all DBE firms participating on the project including those not used to meet the project's DBE goal.
 - Verify that business names on equipment and vehicles are not covered with paint or magnetic signs (visual inspection of vehicles on site)
 - Verify who employs the workers on site (visually inspect badges/id's; establish reporting relationships of workers on site/review certified payrolls)
 - Review supplier invoices and cancelled checks to verify what firm orders and pays for the necessary supplies being used by the DBE subcontractor.
- Ensure all DBE firms are paid promptly (within 30 days of payment to prime contractor per 49 CFR 26.29) by collecting and reviewing form EO-406AV, Monthly Subcontracting and Payment Status Report for Aviation Grants.
 - Collect and review DBE invoices and corresponding cancelled checks (or other proof of payment such as bank statements, electronic funds transfer, etc.)
 - Quarterly submit DBE payment information in dotGrants.
- Document and file any correspondence related to terminations, substitutions or deletions of DBE firms.
 - Ensure documentation is included which verifies DBE firm received sufficient notice and time to respond (at least five (5) days' notice per 49 CFR Part 26.53)
 - Ensure approval from BOA Project Manager was received prior to making the change and is on file.
 - If terminations, substitutions, or deletions were approved, collect documentation of prime contractor's good faith effort to find a replacement firm (within 7 days per of approval) and submit to BOA project manager for review and approval prior to performance of the work originally to be performed by the DBE firm being replaced.

Post Construction/Design Checklist

- Ensure DBE goal has been achieved by collecting and reviewing final EO-406AV.
 - If a shortfall exists, collect Good Faith Effort documentation from prime contractor explaining reasons shortfall took place.
 - Submit Good Faith Effort documentation to BOA Project Manager for approval, if applicable.
 - Enter final DBE attainment (payments) into dotGrants.
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Certification:

I, _____ hereby certify that the contracting records for federally funded Bureau of Aviation Grant
_____ have been reviewed and the work site has been visited/monitored.

Signature: _____

Date: _____