

**LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
DBE/SBE FINAL REPORT**

Instruction on fill out the Final Report Form

DBE stands for Disadvantaged Business Enterprises.

Gather your documentation

1. Review your copy of your CS6AAA form.
2. Identify all of the (DBE) subcontractors who worked on your contract. This includes the DBE's not listed on your CS6AAA form and all of the DBE truckers, suppliers and manufactures.
3. Ensure that you submitted a sublet agreement, trucker agreement, supplier agreement or manufacturer agreement for each of your DBE subcontractors. The subcontractor is not approved until you receive an email from DOTD OMF1a Compliance stating that the subcontractor is approved (enclosure 1).
4. If you did not submit the required form or did not receive approval but used the required DBE subcontractor provide copies of the cancelled checks as proof of payment.
5. Run the CP2a comparison report. Instructions for running the comparison report in AASHTOware CR&L are at this link.
http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/Subcontractor_Payments/How%20to%20run%20a%20CP-2a%20report.pdf.)
6. Compare the results of the comparison report to your internal documentation. If you used a DBE supplier, you only get 60% of the total value you paid them for the DBE items they are certified for. You can check the list of certified items at <http://www8.dotd.la.gov/UCP/UCPSearch.aspx>. *Ensure you have only documented the 60% goal credit value in AASHTOware CR&L and on the Final Report Form for your DBE supplier.*
7. Fill out the Final report form. If you did not meet your DBE goal you will need to send in an explanation for why you did not meet the DBE/SBE goal on the project.

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a) STATE PROJECT NO:	b) DBE/SBE GOAL AMOUNT: \$	c) CONTRACTOR:
d) FEDERAL PROJECT NO.	e) CONTRACT AMOUNT: \$	
f) PARISH(ES)	g) LETTING DATE:	

h) DOTD CERTIFIED DBE/SBE SUBCONTRACTOR OR SUPPLIER	i) ITEMS PERFORMED AND PAID	j) Amount Committed to the DBE Subcontractor on the CS6AAA	k) TOTAL DOLLAR AMOUNT PAID TO SUB OR SUPPLIER (60%)

This is to certify that \$_____ has been paid to DBE/SBE Subcontractors listed above.

If the DBE Goal was not met, you MUST include a detailed explanation of the shortfall.

Authorized Signature	
Typed or Printed Name	
Title	
Date	

Parish or County _____ State of _____ Subscribed and sworn to, before me, this
 day of _____, A.D. 20_____
 Notary Public _____ My commission expires: _____