

**CapMetro**

# DBE Final Report

12.2024

# 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.)

# 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: \_\_\_\_\_

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.

# 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: \_\_\_\_\_

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

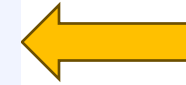
Change Order Number: \_\_\_\_\_ (List additional change orders below in comments.)



**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](mailto:DBE@capmetro.org) and copy the project manager and Contract Administrator

# Contact

Send an email to [DBE@capmetro.org](mailto:DBE@capmetro.org) for assistance.



CapMetro

Thank you!