

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Per Federal Regulations your grant is subject to DBE special provisions as defined in Title 49 C.F.R. Part 26, which seek to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts financed in whole or in part with federal funds. The DNR administers the Federal Recreational Trail Grant Program, which utilizes federal funds. The Contractor (DNR Grantee), sub-recipient or subcontractor should make every reasonable effort to solicit DBE firms to participate as subcontractors, service providers, and suppliers on this project.

DNR Parks and Trails grant recipients who receive federal grant funds are subject to the DBE reporting process. MnDOT Office of Civil Rights (OCR) will review your project plans and reporting paperwork to ensure compliance with this requirement.

A determination will be made by OCR as a Race/Gender Neutral DBE goal or it will be assigned a numerical goal and you must either meet the established goal or demonstrate good faith efforts to obtain DBE participation on your project. You must follow the process below to fulfill the DBE requirements for your grant.

Main page for forms and as reference: <https://www.dot.state.mn.us/civilrights/forms.html>

I. When Funding is Determined

Once you have received notice that you are a grant recipient under the Federal Recreational Trail Grant Program, you need to submit the following to ocrformsubmissions.DOT@state.mn.us with "Goal Request" in the subject line to review for goal setting:

- Project Information (total cost, funding source, contract number, estimated start/end dates, date goal needed by, contact information for project)
- Engineer's estimate/design estimate (breakdown of the costs/work areas required to complete the project)

Once you provide this information, OCR will review the documentation and set a goal for DBE participation. Typically, allow for at least ten business days for this process. OCR will provide you with the goal information by the due date specified in your project information. If you have questions about this process, please call 651-366-3073.

Please note this requirement is not due with the other Grant Requirement and Environmental Documentation needed to obtain a grant contract.

II. Prior to Starting Work

The DBE Special provisions apply to your project. These provisions should be included in any agreements or subcontracts related to the project. To download the DBE Special Provisions, or to locate any of the forms listed, please visit <http://www.dot.state.mn.us/civilrights/forms.html>

If the DBE goal is Race/Gender Neutral, prior to starting work, the contractor will need to submit:

If the DBE goal is numerical (listed as a percentage), prior to starting work, the contractor will need to submit:

- [Good Faith Efforts Consolidated Form](#)

Minnesota's directory of certified DBEs is located at <https://mnuccp.metc.state.mn.us/Default.aspx>

III. While Project is ongoing

After work begins, You are also subject to prompt payment requirements under Title 49 C.F.R. Part 26 and Minnesota Statutes §16A.1245, which requires that the prime contractor pay each subcontractor within ten (10) days of the prime contractor's receipt of payment from the state for undisputed services provided by the subcontractor.

While the project is ongoing, the contractor is required to submit:

- [Contractor payment form](#) each month reflecting payments made to subcontractors.

IV. When work is completed

When the project is completed, the contractor will need to submit:

- [DBE Total Payment Affidavit](#).

These forms, along with the current DBE Special Provisions, can be located at <https://www.dot.state.mn.us/civilrights/forms.html>

These documents need to be submitted to:

(Please include the project number in the subject)

MnDOT Office of Civil Rights

395 John Ireland Blvd

St. Paul, MN 55155-1800

651-296-3000 (main office line)

ocrformsubmissions.dot@state.mn.us

The DBE forms must be submitted to MnDOT directly and do not require DNR approval. Please contact the Office of Civil Rights to make sure you follow their procedures accurately prior to starting any work and before bidding out your project. If you have questions about the DBE process, please contact MnDOT Office of Civil Rights at 651-296-3000. It is the Grantee's responsibility to meet these requirements with MnDOT.

SEND INFO TO DBE AS INDICATED ABOVE