

Disadvantaged Business Enterprise (DBE)

Summary of Documentation

Below is a summary of the four forms required for DBE.

- AV-27: DBE Project Compliance Review Checklist for Airports
 - Who: The sponsor or designee completes the form for each project.
 - What: This form is used as a checklist for the following:
 - Pre-Award Project Checklist
 - Post Award (Pre-Construction/Design) Project Checklist
 - During Construction and/or Design Checklist
 - When: Consult the AV-27 form throughout the project phases. After the project is complete, the checklist shall be submitted to PennDOT's Bureau of Aviation Project Managers.

- EO-380AV: DBE Participation for Federally Funded Airport Projects
 - Who – Bidder/Contractor is responsible for completing the form for each DBE on the project.
 - What – Sponsor and PennDOT's Bureau of Aviation Project Managers evaluate whether the DBE goal has been met.
 - Is DBE commitment percentage listed on EO-380AV(s) equal to or greater than project's DBE goal?
 - Are DBE firms certified by PA UCP?
 - Do DBE firms have the NAICS code(s) listed on the EO-380-AV?
 - Do NAICS codes correspond to items of work to be performed by DBE(s)?
 - When – This form which is included in the contract documents shall be completed, by the bidder, when the bids are submitted/opened. After the bids are opened, the sponsor and PennDOT's Bureau of Aviation Project Managers will evaluate the completed form.

- EO-354AV: DBE Commercially Useful Function Report for Aviation
 - Who – Sponsor or designee is responsible for completing the form. The form cannot be completed by the prime contractor or any subcontractor.
 - What – This form is used to document whether or not the DBE is legitimate.
 - Is the DBE performing the applicable function/applicable service as indicated on the EO-380AV?
 - When: This form is completed for all DBE firms performing on the project. Begin completing the form within five days after the DBE firm is on the project. If supporting documentation is required to complete the form, submit the form once completed. If the DBE firm is involved with different work activities, the form shall be completed for each work activity for the same DBE firm.

- EO-406AV: Monthly Subcontracting and Payment Status Report for Aviation Grants
 - Who: Prime contractor is responsible for completing and submitting the monthly report to the sponsor.
 - What: This report identifies all subcontracts executed and payments made during the prior month. The report serves as evidence for documentation that supports prompt payments from the prime contractor to the subcontractor. The sponsor utilizes this information to populate the dotGrants DBE Report on a quarterly basis.
 - When: The report is completed monthly for all work activities done in the prior month.