

DBE PROGRAM REVIEW TOOL

CHECKLIST PURPOSE

This checklist is a tool for the PTCs to review DBE Program reports submitted in eGrants by subrecipients biennially.

1. Part 1: Amount Spent on Service, Supplies/Materials, or Construction	Status
A. Are the amounts reported federal FTA funds received from TxDOT PTN only? <i>(The agency should not report payments made to non-profit insurance companies and should be removed.)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
B. Are the amounts entered in the "Spent on DBEs" column a subset of the amounts entered in the "Total Spent" column?	<input type="checkbox"/> Y <input type="checkbox"/> N
C. Did the agency purchase Vehicle insurance? a. If yes, was the company TML, TPS, or Tx. Assoc. of Counties Pool & Risk Services?	<input type="checkbox"/> Y <input type="checkbox"/> N
D. Did the agency report their fuel, parts and supplies purchased during this reporting period?	<input type="checkbox"/> Y <input type="checkbox"/> N
E. Did the agency have any construction, remodel, or improvements? If yes, verify that there are dollars spent showing in the construction or facility improvement activities?	<input type="checkbox"/> Y <input type="checkbox"/> N
Total Spent: \$ _____ Spent on DBEs: \$ _____ Comments:	
2. Part 2 – Section A: New Awards/Commitments Made During This Reporting Period	Status
A. Is 8A > 9A?	<input type="checkbox"/> Y <input type="checkbox"/> N
B. Is 8B Prime total number different than 9B Subcontractors?	<input type="checkbox"/> Y <input type="checkbox"/> N
C. Does 8C = 8G?	<input type="checkbox"/> Y <input type="checkbox"/> N
D. Does 8D = 8H?	<input type="checkbox"/> Y <input type="checkbox"/> N
E. Does 9C = 9E + 9G?	<input type="checkbox"/> Y <input type="checkbox"/> N
F. Does 9D = 9F + 9H?	<input type="checkbox"/> Y <input type="checkbox"/> N
G. Does 10C = 10G?	<input type="checkbox"/> Y <input type="checkbox"/> N
H. Does 10D = 10H?	<input type="checkbox"/> Y <input type="checkbox"/> N
Comments:	
3. Part 2 – Section B: Ethnicity and Gender of New Commitments Made or Contracts Awarded This Reporting Period	Status
A. Manually count the number of DBEs listed under A a. Does the number of DBEs = Section A – New Awards 10D?	<input type="checkbox"/> Y <input type="checkbox"/> N
B. Are all listed DBE Businesses certified DBEs? Verify by checking the TUCP Directory .	<input type="checkbox"/> Y <input type="checkbox"/> N
C. Does the total Amount \$ = Section A – New Awards 10C?	<input type="checkbox"/> Y <input type="checkbox"/> N
D. Is DBE Business Name filled in on all DBEs?	<input type="checkbox"/> Y <input type="checkbox"/> N
E. Is Gender filled in on all DBEs?	<input type="checkbox"/> Y <input type="checkbox"/> N
F. Is Ethnicity completed on all DBEs?	<input type="checkbox"/> Y <input type="checkbox"/> N

G. Is the Dollar Amount completed on all DBEs?	<input type="checkbox"/> Y <input type="checkbox"/> N
H. Is the Type filled in on each DBE?	<input type="checkbox"/> Y <input type="checkbox"/> N
Comments:	
4. Part 2 – Section C: Payments on On-Going Contracts During This Reporting Period	Status
A. 12D is a subset of 12B – Is 12D < 12B?	<input type="checkbox"/> Y <input type="checkbox"/> N
B. Is 12E <= 12C	<input type="checkbox"/> Y <input type="checkbox"/> N
Comments:	
5. Part 2 – Section D: Total Payments on Contracts Completed This Reporting Period	Status
A. Are the amounts listed in column B (13B, 14B, and 15B) of Section D different from the amounts listed in 12B of Section C? (The same dollar amounts cannot be listed in both Sections C and D; it should be one or the other because payments are made on either ongoing contracts or on completed contracts, not both).	<input type="checkbox"/> Y <input type="checkbox"/> N
B. Does 15A = 13A + 14A? (eGrants should automatically calculate this)	<input type="checkbox"/> Y <input type="checkbox"/> N
C. Does 15B = 13B + 14B (Note: this number should be the total original award)?	<input type="checkbox"/> Y <input type="checkbox"/> N
D. Does 15D = 13D + 14D?	<input type="checkbox"/> Y <input type="checkbox"/> N
E. Does 15E = 15D / 15B?	<input type="checkbox"/> Y <input type="checkbox"/> N
Comments:	
6. Certification	Status
A. Has the subrecipient selected “yes” on the certification question?	<input type="checkbox"/> Y <input type="checkbox"/> N
Comments:	

Next Steps: “No” answers will prompt the PTN reviewer to notify the Subrecipient of the identified discrepancies for correction or clarification where needed.

Please use the snapshots below of Parts 1 and 2 for Reference to the Cell Numbers

Part 1		
Services	Total Spent	Spent on DBEs
A. Vehicle Insurance	\$	\$
B. Facility Insurance	\$	\$
C. Other Insurance	\$	\$
D. Purchase of Transportation Services	\$	\$
E. Vehicle Repairs & Maintenance	\$	\$
F. Accounting/Financial Services	\$	\$
G. Engineering	\$	\$
H. Management/Operations Services	\$	\$
I. Office/Facility Services	\$	\$
J. Drug & Alcohol Services	\$	\$
K. Marketing	\$	\$
L. Other:	\$	\$
Services Sub-Total	\$	\$
Supplies/Materials	Total Spent	Spent on DBEs
A. Fuel	\$	\$
B. Vehicle Parts/Tires/Equipment	\$	\$
C. Facility Supplies	\$	\$
D. Office Supplies	\$	\$
E. Other:	\$	\$
Supplies/Materials Sub-Total	\$	\$
Construction or Facility Improvement Activities	Total Spent	Spent on DBEs
A. Construction Activities	\$	\$
B. Facility Improvement Activities	\$	\$
C. Other:	\$	\$
Construction or Facility Improvement Sub-Total	\$	\$
Total Spent		Spent on DBEs
Grand Total Spent		\$

Part 2:										
A New Awards/Commitments This Reporting Period										
A	B	C	D	E	F	G	H	I		
Total Dollars to All Businesses	Total Number of All Businesses	Total Dollars to DBE Businesses	Total Number of DBE Businesses	Total Dollars to DBEs Race Conscious	Total Number of DBEs Race Conscious	Total Dollars to DBEs Race Neutral	Total Number of DBEs Race Neutral	DBE Participation Percentage		
8A	8B	8C	8D	8E	8F	8G	8H	8I (%)		
9A	9B	9C	9D	9E	9F	9G	9H	9I (%)		
10A	10B	10C	10D	10E	10F	10G	10H	10I (%)		
B. Ethnicity and Gender of New Commitments made or Contracts Awarded This Reporting Period										
A	B	C	D	E						
DBE Business Name	Gender	Ethnicity	Amount (\$)	Type						
11A	11B	11C	11D	11E						
C. Payments on On-Going Contracts During This Reporting Period										
A	B	C	D	E	F					
Total Number of Contracts	Total Dollars Paid	Total Number of Contracts with DBEs	Total Payments to DBE Firms	Total Number of DBE Firms Paid	Percent to DBEs					
12A	12B	12C	12D	12E	12F (%)					
D. Total Payments on Contract Completed This Reporting Period										
A	B	C	D	E						
Number of Contracts Completed	Total Dollar Value of Contracts Completed	DBE Participation Needed to Meet Goal	Total DBE Participation	Percent to DBEs						
13A	13B	13C	13D	13E (%)						
14A	14B		14D	14E (%)						
15A	15B		15D	15E (%)						