

Instructions for completing *Commitment to Subcontract to DBE form DT1506:*

In accordance with DBE Regulation (49 CFR part 26), WisDOT tracks assigned goal attainment (DBE Conscious) and voluntary utilization of DBE firms (DBE Neutral). DBE participation reported on this form will be used to periodically adjust (DBE Conscious and DBE Neutral) components of WisDOT's overall annual DBE goal.

1. Complete all of the fields in the top portion of the form. The "DBE Goal Achieved" field will auto-populate
2. Enter the name of each DBE firm used in the commitment for this proposal in Column 1
3. Enter the type of work or items to be subcontracted or supplies purchased in Column 2
4. Enter Y for "yes" or N for "no" in Column 3 indicating if the DBE is a Supplier
5. Enter the number of DBE-Owned (O) and DBE-Owned-Leased (L) trucks in Column 4 for DBE trucking firm listed in Column 1
6. Fill in the full amount of the DBE subcontract in column 5
7. Fill in the amount of the DBE subcontract that is eligible for DBE credit in Column 6 *DO NOT ENTER SIGNATURE & SAVE UNTIL YOUR FORM IS COMPLETE. YOU CANNOT EDIT AFTER SIGNING & SAVING*

Credit for Supplies

The department will give 100% credit toward the DBE goal if the DBE is a manufacturer or fabricator of their materials or supplies. The department will give 60% credit or brokerage fee set by industry's standard toward the DBE goal if the DBE is only a supplier of these materials or supplies. Drop shipment by a supplier will earn a 10% DBE credit. It is the Prime Contractor's responsibility to [use the UCP Directory](#) to confirm that the DBE is considered a supplier or a manufacturer before listing them on this form. WisDOT will adjust the credit, if required, when approving the form.

After completing the form, if it does not indicate that the DBE goal has been met, complete and submit Documentation of Good Faith Efforts form (DT1202) with the bid. Supplemental GFE documentation must be submitted as described in ASP-3.

Credit for Trucking

DBE crediting for the trucking industry is achieved in the following manner:

- a. A minimum of one truck owned by the DBE must be used on the contract
- b. 100% DBE credit is given for DBE-owned trucks and trucks leased from another DBE
- c. Trucks leased by a DBE from non-DBE firms will be given DBE credit of 10% of the subcontract value

All trucks used for credit must be listed and approved on the DBE firm's Schedule of Owned/Leased Vehicles for DBE Credit and/or a WisDOT approved trucking utilization plan

It is the Prime Contractor's and the DBE firm's responsibility to ensure that utilization of trucks and the DBE credit earned is in accordance with the above and will yield the subcontract dollar value listed on the Commitment to Subcontract to DBE form.

Instructions for completing Attachment A form:

Section 26.53 (49 CFR part 26) requires written confirmation of participation from each DBE firm to be used on the contract. Submit one copy of a completed Attachment A, Confirmation of Participation form, for each DBE firm to be used on this contract. Each form must be signed by the Prime Contractor and the DBE firm specified on the form.

1. Complete all fields at the top of the form
2. Enter the total amount of the Subcontract Value AND the total amount of DBE Credit Value. These numbers may be the same but pay special attention to supplies and trucking
3. For Prime Contractors Only: Complete all fields in this section and sign the form
4. For Participating DBE Firms Only: Complete all fields in this section and sign the form
5. For DBE trucking firms: Enter the number of trucks owned and leased as indicated in the table. These entries must match with the information provided by your firm in the Schedule of Owned and Leased Trucks:
<https://wisconsin.gov/Pages/doing-bus/civil-rights/labornwage/trckng.aspx>

*In the case that you do not have a signed Attachment A from a DBE at the time of bid, submit that DBE's quote with the bid and submit the signed Attachment A by 11:00 AM on the Wednesday following bid letting to: DBE_Alert@dot.wi.gov.

Identify: Proposal #, Let date, Prime Name, Attachment A on the subject line of the email.

If you have questions about filling out these forms, please contact OBOEC at (608) 267-3849.

**COMMITMENT TO SUBCONTRACT TO DBE
ATTACHMENT A**

CONFIRMATION OF PARTICIPATION

Project I.D.:	Proposal Number:
Letting Date:	

Name of DBE Firm Participating in this Contract:	
Name of the Prime/Subcontractor who hired the DBE Firm: <i>(list all names of tiers if more than one)</i>	
Type of Work or Type of Material Supplied:	
Total Subcontract Value:	Total DBE Credit Value:

<p>FOR PRIME CONTRACTORS ONLY: I certify that I made arrangements with the participating DBE firm to perform the type of work listed or supply the material indicated above for the subcontract value listed above.</p>	Prime Contractor Representative's Signature
	Prime Contractor Representative's Name (Print Name)
	Prime Contractor (Print Company Name)
	Date

<p>FOR PARTICIPATING DBE FIRMS ONLY: I certify that I made arrangements with the Prime Contractor or the Hiring Contractor to perform the type of work or supply the material indicated above for the subcontract value listed above.</p> <p>FOR DBE TRUCKING FIRMS ONLY: I certify that I will utilize, for DBE credit, only trucks listed on my WisDOT approved Schedule of Owned/Leased Vehicles for DBE Credit form and I will be utilizing the number of trucks as listed below.</p>	Participating DBE Firm Representative's Signature & Date
	Participating DBE Firm Representative's Name (Print Name)
	Participating DBE Firm (Print Company Name)
	DBE Firm's Address:

# Owned Trucks	# Leased Trucks	# DBE-Owned Leased Trucks	# Non-DBE-Owned Leased Trucks