

# Revised Memorandum

**To:** Region Contract Specialists, Resident Engineers, Office Managers,  
Engineering Technicians

**From:** Civil Rights: Stacy Frandsen, Tori Gagon, Aaron Watson

**Date:** 6/3/13

**Subject:** DBE Commitment Change Order Instructions

When a DBE subcontractor is not used, or not used within 10% of their committed amount due to change in project scope, then a change order is required to reduce their individual DBE commitment amount. In doing this, if the overall DBE commitment is reduced below the project goal, then the difference will need to be made up by changing race neutral commitments to race conscious within the same change order. FHWA check two areas for DBE commitment compliance, first, the overall commitment must meet the goal and, second, all individual line items must meet their individual commitment amounts. A contractor's DBE commitment is part of their contract, which is why change orders are used for this purpose, because change orders are the only way we currently have to amend the contract.

If the contractor does NOT use the committed DBE sub on a committed dollar amount, then a hold harmless agreement is required. One exception to this is if the committed item(s) get eliminated by no fault of the contractor, then a hold harmless agreement is not required.

If there is no race neutral work, or not enough to make up the goal, then the contractor needs to provide good faith efforts documentation that they have tried to find additional DBEs to make up the goal or that they cannot use additional DBEs due to type or amount of work. If no good faith efforts are performed then that is when LDs will be assessed.

Please see the screen by screen instructions below:

Step 1:

1 Recognize the line items in the Item Payment Analysis in the “+/-” column that are not within 10% of the committed amount. Fill out the DBE Current Commitment Calculations spreadsheet to get the amount of race neutral work needed to make up the goal (if needed).

i.e. items 18 & 19 below

**Project Development Business System (PRD3)**

File Sub Systems Civil Rights Window Help

**Item Payment Analysis**

**ITEM PAYMENT ANALYSIS**

PROJECT NUMBER: F-0071(30)17 ☒ Active PROJECT NAME: SR-71; 900 East (Van Winkle) to 3300 South

CONTRACTOR: STAKER PARSON COS DBA STAKER PAVING RESIDENT ENGINEER: MARWAN FARAH

CONTRACT AMT: \$2,830,250.00

DBE Name	Item	Item Description	Commit Qty	Commit Amt	Paid Qty	Paid Amt	+/-	Race Neutral
R W STRIPING INC	18	Pavement Marking Paint	745.00	15,645.00	273.7200	5,748.12	(\$9,896.88)	\$0.00
R W STRIPING INC	19	Pavement Message (Preformed Thermoplas	358.00	40,378.00	264.0000	29,776.56	(\$10,601.44)	\$0.00
R W STRIPING INC	23	Sign Type A-1	62.00	8,500.00	63.0000	8,641.71	\$141.71	\$141.71
R W STRIPING INC	24	Sign Type A-2	48.00	2,350.00	48.0000	2,357.76	\$7.76	\$7.76
R W STRIPING INC	25	Slipbase Sign Base With Top Casting SLB-1	65.00	26,718.00	65.0000	26,718.90	\$0.90	\$0.90
R W STRIPING INC	26	Slipbase Sign Base With Top Casting SLB-2	10.00	4,110.00	10.0000	4,110.60	\$0.60	\$0.60
JACKETTA SWEEPING SERVIC	17	HMA - 3/4 inch	0.00	0.00	137.2500	17,582.00	\$17,582.00	\$17,582.00
TRIPLE J CONCRETE LLC	9	Remove Concrete Curb and Gutter	0.00	0.00	7.5000	37.50	\$37.50	\$37.50
TRIPLE J CONCRETE LLC	11	Concrete Drainage Structure 3 ft to 5 ft	0.00	0.00	1.0000	1,700.00	\$1,700.00	\$1,700.00
TRIPLE J CONCRETE LLC	20	Concrete Curb and Gutter Type B1	0.00	0.00	7.5000	75.00	\$75.00	\$75.00
				\$97,701.00		\$112,258.15	\$14,557.15	\$35,055.47

Goal% 3.0% Orig. Commit % 3.45% Current Commit % 3.45% RC % 3.45% RN % 1.24% Complete % 79.02%

PRINT EXIT

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Step 2:

1 Create change order for DBE commitment reduction. 2 Name the change order DBE commitment reduction. 3 Check the DBE Commitment box for the Basis of Payment. 4 A DBE commitment change order should be a zero cost change order unless other items are brought in for other reasons (the negative Amount in the example below was a mistake).

i.e. change order 2 below

The screenshot displays the 'Project Development Business System (PRD3)' Data Entry window. The interface includes a menu bar (File, Edit, Sub Systems, Project Administration, Window, Help) and a toolbar. The main window is titled 'Data Entry' and contains several sections:

- Select Project:** A dropdown menu showing 'F-0071(30)17'.
- Category:** Radio buttons for 'Project' (selected) and 'Contractor'.
- Status:** Radio buttons for 'Active' (selected) and 'Closed'.
- Company:** 'STAKER & PARSON COS DBA STAKER PA'.
- CO#:** '2'.
- Amount:** '\$-14,637.88'.
- Description:** 'DBE COMMITMENT REDUCTION DUE TO STRIPING UNDERRUN'.
- Codes:** Group: '1', Alpha: 'C', Origin: '8'.
- Basis of Payment:** Checkboxes for 'Original Contract Unit', 'Agreed Unit', 'Force Account', 'Specification Change', 'Value Engineering', and 'DBE Commitment' (checked).
- Signoff Dates:** A list of roles and dates, including 'Value Engineer Manager' (00/00/0000), 'Civil Rights Manager' (00/00/0000), 'Contractor' (00/00/0000), 'Resident Engineer' (00/00/0000), 'Local Government' (00/00/0000), 'Region Contract Specialist' (00/00/0000), 'Project Manager' (00/00/0000), 'District Engineer' (00/00/0000), 'Region Director' (00/00/0000), and 'FHWA / Stewardship' (00/00/0000).
- Contract Amounts:** A table showing 'Programmed' (\$5,905,000.00), 'Original contract' (\$2,830,250.00), 'Change orders' (\$5,480.76), 'Current contract' (\$2,823,769.24), and 'Time Extensions' (0).
- Unapproved Change Orders:** A table showing 'Change Order #: 2' with details for '10 - ROADWAY'.
- Participation:** Checkboxes for 'Participating' (checked) and 'Non-Participating'.
- Comments (Non-Participation):** A text area for comments.
- Contract Time Extension:** A section for 'Days' and 'Type' (CALENDAR).

Numbered callouts (1, 2, 3, 4) highlight specific areas: 1 points to the 'Change Orders' folder in the left sidebar; 2 points to the 'DBE Commitment' checkbox; 3 points to the 'DBE Commitment' checkbox; 4 points to the 'Amount' field.

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Step 3:

1 Add an Existing Ledger Item. 2 The original commitment will come in automatically. 3 Reduce the commitment by the amount in the Item Payment Analysis (Step 1) by adding a second commitment line. This second line will come in as race neutral (blue), so you will need to change it to race conscious (green). 4 Add a comment to the commitment line, i.e. Item Underrun, DBE Commitment Reduction.

i.e. items 18 & 19 below

**Change Order**

Project: F-0071(30)17 Company: STAKER PARSON COS DBA STAKER PAVING CO: 2

Detail: 10 - ROADWAY

Buttons: Add Existing Ledger Detail, Add New Detail, Add Existing Ledger Item, Add New Item, C-100 - Change Order, C-101 - Letter of Explanation, C-102 - Special Provision

Ledger Item #	Chg. Order Item #	Section #	Item Description	Units	Current Quantity	Orig. Unit Price	Change Quantity +/-	Amount
18	2-0001	027650050	Pavement Marking Paint	gallon	745.00	21.00	.00	\$0.00
19	2-0002	027680105	Pavement Message (Preformed Thermoplasti	each	358.00	115.00	.00	\$0.00

2

DBE Company Name	Item	Seq	FHWA	Partial	Item Amt	Qty	Comment
R W STRIPING INC	18	1	0	Complete	\$15,645.00	745	
R W STRIPING INC	18	2	0	Complete	(\$9,896.66)	0	Item underrun

3 4

Buttons: Race Conscious, Race Neutral, Resequence CO Item#, Move to Non-Participating, Print Document, Save

**Change Order**

**Project:** F-0071(30)17

**Company:** STAKER PARSON COS DBA STAKER PAVING \_

**CO:** 2

Detail

10 - ROADWAY

Add Existing Ledger Detail

Add New Detail

C-100 - Change Order

Add Existing Ledger Item

Add New Item

C-101 - Letter of Explanation

C-102 - Special Provision

Ledger Item #	Chg. Order Item #	Section #	Item Description	Units	Current Quantity	Orig. Unit Price	Change Quantity +/-	Amount
18	2-0001	027650050	Pavement Marking Paint	gallon	745.00	21.00	.00	\$0.00
19	2-0002	027680105	Pavement Message (Preformed Thermoplasti	each	358.00	115.00	.00	\$0.00

DBE Company Name

Item

Seq

FHWA

Partial

Item Amt

Qty

Comment

R W STRIPING INC	19	1	0	Complete	\$40,378.00	358	
R W STRIPING INC	19	3	0	Complete	(\$10,801.44)		0 item underrun

Rate Conscious

Rate Neutral

Resequence CO Item#

Move to Non-Participating

Print Document

Save

#### Step 4a:

If reducing the commitments of the individual line items puts the **1** Current Commitment below the **2** project Goal, then race neutral items will need to be brought into the change order and changed to race conscious to make up the goal. Any positive amount in the “+/-” column of the item payment analysis can be used in a change order as race neutral work and changed to race conscious to make up the goal. This example brings in much more **3** race neutral work than needed to make up the goal. Only bring in enough race neutral work to make up the goal. See the DBE Current Commitment Calculations sheets at the end of this memo, only \$7705 is really needed to make up the goal.

i.e. see Item Payment Analysis below

**Project Development Business System (PRD3)**

File Sub Systems Civil Rights Window Help

**Item Payment Analysis**

**ITEM PAYMENT ANALYSIS**

PROJECT NUMBER: **F-0071(30)12** ☒ Active PROJECT NAME: **SR-71; 900 East (Van Winkle) to 3300 South**

CONTRACTOR: **STAKER PARSON COS DBA STAKER PAVING** RESIDENT ENGINEER: **MARWAN FARAH**

CONTRACT AMT: **\$2,830,250.00**

DBE Name	Item	Item Description	Commit Qty	Commit Amt	Paid Qty	Paid Amt	+/-	Race Neutral
R W STRIPING INC	18	Pavement Marking Paint	745.00	15,645.00	273.7200	5,748.12	(\$9,896.88)	\$0.00
R W STRIPING INC	19	Pavement Message (Preformed Thermoplas	358.00	40,378.00	264.0000	29,776.56	(\$10,601.44)	\$0.00
R W STRIPING INC	23	Sign Type A-1	62.00	8,500.00	63.0000	8,641.71	\$141.71	\$141.71
R W STRIPING INC	24	Sign Type A-2	48.00	2,350.00	48.0000	2,357.76	\$7.76	\$7.76
R W STRIPING INC	25	Slipbase Sign Base With Top Casting SLB-1	65.00	26,718.00	65.0000	26,718.90	\$0.90	\$0.90
R W STRIPING INC	26	Slipbase Sign Base With Top Casting SLB-2	10.00	4,110.00	10.0000	4,110.60	\$0.60	\$0.60
JACKETTA SWEEPING SERVIC	17	HMA - 3/4 inch	0.00	0.00	137.2500	17,582.00	\$17,582.00	\$17,582.00
TRIPLE J CONCRETE LLC	9	Remove Concrete Curb and Gutter	0.00	0.00	7.5000	37.50	\$37.50	\$37.50
TRIPLE J CONCRETE LLC	11	Concrete Drainage Structure 3 ft to 5 ft	0.00	0.00	1.0000	1,700.00	\$1,700.00	\$1,700.00
TRIPLE J CONCRETE LLC	20	Concrete Curb and Gutter Type B1	0.00	0.00	7.5000	75.00	\$75.00	\$75.00
				\$97,701.00		\$112,258.15	\$14,557.15	\$35,055.47

**1** → **2** → **3**

Goal%: 3.0% Orig. Commit %: 3.45% Current Commit %: 3.45% RC %: 3.45% RN %: 1.24% Complete %: 79.02%

**2** → **3**

PRINT EXIT

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Step 4b:

Bring the race neutral items into the change order (1 Add Existing Ledger Item). Right click on the blue commitment line and change to 2 Race Conscious (green). Add a comment in the commitment line, i.e. 3 Change RN work to RC.

i.e. see items 9, 11, 17, 20, and 21 below

**Change Order**

Project: F-0071(30)17 Company: STAKER PARSON COS DBA STAKER PAVING \_ CO: 2

Detail: 10 - ROADWAY

Buttons: Add Existing Ledger Detail, Add New Detail, Add Existing Ledger Item, Add New Item, C-100 - Change Order, C-101 - Letter of Explanation, C-102 - Special Provision

Ledger Item #	Chg. Order Item #	Section #	Item Description	Units	Current Quantity	Orig. Unit Price	Change Quantity +/-	Amount
9	2-0004	022210125	Remove Concrete Curb and Gutter	foot	100.00	5.00	.00	\$0.00
11	2-0005	026330120	Concrete Drainage Structure 3 ft to 5 ft	each	1.00	3,750.00	.00	\$0.00
17	2-0003	027410060	HMA - 3/4 inch	ton	27652.00	70.00	.00	\$0.00

DBE Company Name	Item	Seq	FHWA	Partial	Item Amt	Cty	Comment
TRIPLE J CONCRETE LLC	9	2	0	Complete	\$37.50	0	

Buttons: Race Conscious, Race Neutral, Resequence CO Item#, Move to Non-Participating, Print Document, Save

**Change Order**

**Project:** F-0071(30)17

**Company:** STAKER PARSON COS DBA STAKER PAVING

**CO:** 2

Detail

10 - ROADWAY

Add Existing Ledger Detail

Add New Detail

Add Existing Ledger Item

Add New Item

C-100 - Change Order

C-101 - Letter of Explanation

C-102 - Special Provision

Ledger Item #	Chg. Order Item #	Section #	Item Description	Units	Current Quantity	Orig. Unit Price	Change Quantity +/-	Amount
9	2-0004	022210125	Remove Concrete Curb and Gutter	foot	100.00	5.00	.00	\$0.00
11	2-0005	026330120	Concrete Drainage Structure 3 ft to 5 ft	each	1.00	3,750.00	.00	\$0.00
17	2-0003	027410060	HMA - 3/4 inch	ton	27652.00	70.00	.00	\$0.00

DBE Company Name	Item	Seq	FH/VA	Partial	Item Amt	Qty	Comment
TRIPLE J CONCRETE LLC	11	3	0	Complete	\$1,700.00	0	

Race Conscious

Race Neutral

Resequence CO Item#

Move to Non-Participating

Print Document

Save

**Change Order**

**Project:** F-0071(30)17

**Company:** STAKER PARSON COS DBA STAKER PAVING \_

**CO:** 2

Detail

10 - ROADWAY

Add Existing Ledger Detail

Add New Detail

Add Existing Ledger Item

Add New Item

C-100 - Change Order

C-101 - Letter of Explanation

C-102 - Special Provision

Ledger Item #	Chg. Order Item #	Section #	Item Description	Units	Current Quantity	Orig. Unit Price	Change Quantity +/-	Amount
9	2-0004	022210125	Remove Concrete Curb and Gutter	foot	100.00	5.00	.00	\$0.00
11	2-0005	026330120	Concrete Drainage Structure 3 ft to 5 ft	each	1.00	3,750.00	.00	\$0.00
17	2-0003	027410060	HMA - 3/4 inch	ton	27652.00	70.00	.00	\$0.00

DBE Company Name	Item	Seq	FHWA	Partial	Item Amt	Qty	Comment
JACKETTA SWEEPING SERVICE, INC.	17	1	0	Complete	\$13,000.00	0	

Rate Conscious

Rate Neutral

Resequence CO Item#

Move to Non-Participating

Print Document

Save

**Change Order**

**Project:** F-0071(30)17
 **Company:** STAKER PARSON COS DBA STAKER PAVING \_
 **CO:** 2

Detail  
 10 - ROADWAY

Add Existing Ledger Detail
 Add New Detail
 Add Existing Ledger Item
 Add New Item

C-100 - Change Order  
 C-101 - Letter of Explanation  
 C-102 - Special Provision

Ledger Item #	Chg. Order Item #	Section #	Item Description	Units	Current Quantity	Orig. Unit Price	Change Quantity +/-	Amount
19	2-0002	027680105	Pavement Message (Preformed Thermoplasti	each	358.00	115.00	.00	\$0.00
20	2-0006	027710025	Concrete Curb and Gutter Type B1	foot	100.00	41.00	.00	\$0.00
21	2-0007	02771005P	Pedestrian Access Ramp	each	10.00	1,950.00	.00	\$0.00

DBE Company Name	Item	Seq	FHWA	Partial	Item Amt	Qty	Comment
TRIPLE J CONCRETE LLC	20	4	0	Complete	\$75.00	0	

Rate Conscious
 Race Neutral

Resequence CO Item#
 Move to Non-Participating

Print Document
 Save

**Change Order**

**Project:** F-0071(30)17

**Company:** STAKER PARSON COS DBA STAKER PAVING \_

**CO:** 2

Detail

10 - ROADWAY

Add Existing Ledger Detail

Add New Detail

Add Existing Ledger Item

Add New Item

C-100 - Change Order

C-101 - Letter of Explanation

C-102 - Special Provision

Ledger Item #	Chg. Order Item #	Section #	Item Description	Units	Current Quantity	Orig. Unit Price	Change Quantity +/-	Amount
19	2-0002	027680105	Pavement Message (Preformed Thermoplasti	each	358.00	115.00	.00	\$0.00
20	2-0006	027710025	Concrete Curb and Gutter Type B1	foot	100.00	41.00	.00	\$0.00
21	2-0007	02771005P	Pedestrian Access Ramp	each	10.00	1,950.00	.00	\$0.00

DBE Company Name	Item	Seq	FHWA	Partial	Item Amt	Gty	Comment
TRIPLE J CONCRETE LLC	21	5	0	Complete	\$13,900.00	0	

Race Conscious

Race Neutral

Resequence CO Item#

Move to Non-Participating

Print Document

Save

Step 5:

**1** Date and **2** check the RCS Final Approval. Central Civil Rights can check your change order BEFORE you date it and get signatures to make sure all is in order. This can make it so you don't have to get signatures twice. Please let us know.

i.e. see change order 2 below

**Project Development Business System (PRD3)**

File Edit Sub Systems Project Administration Window Help

**Data Entry**

Select Project: F-0071(30)17

Category: ☒ Project ☐ Contractor Status: ☐ Active ☒ Closed

Company: STAKER & PARSON COS DBA STAKER PA CO#: 2 Amount: \$.00

Description: DBE COMMITMENT REDUCTION DUE TO STRIPING UNDERRUN

Codes: Group: 1 Alpha: C Origin: 8

Basis of Payment: ☐ Original Contract Unit ☐ Agreed Unit ☐ Force Account ☐ Specification Change ☐ Value Engineering ☒ DBE Commitment

Contract Time Extension: Days: Type: CALENDAR

Signoff Dates:

Role	Date
Value Engineer Manager	00/00/0000
Civil Rights Manager	03/11/2013
Contractor	03/11/2013
Resident Engineer	03/18/2013
Local Government	00/00/0000
Region Contract Specialist	03/18/2013
Project Manager	03/18/2013
District Engineer	03/19/2013
Region Director	00/00/0000
FHWA / Stewardship	00/00/0000
Voided	<input type="checkbox"/>
RCS Final Approval	<input checked="" type="checkbox"/>

Participation: ☒ Participating ☐ Non-Participating (Approval required by RCS or DE)

Comments (Non-Participation):

Contract Amounts:

Amount	
Programmed	\$5,905,000.00
Original contract	\$2,830,250.00
Change orders	\$8,157.12
Current contract	\$2,838,407.12
Time Extensions	0

Change Order Forms

Unapproved Change Orders

\*N/A: Not Assigned until Final Approval

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Step 6:

After the change order is dated and the RCS box is checked, check the Item Payment Analysis again. It should now show zeros for the **1** line items that were not meeting commitment before in the "+/-" column and should show the **2** Current Commitment percentage at the bottom meeting or exceeding the **3** Goal.

i.e. see original items 18 & 19 and also see items 9, 11, 17, 20, and 21 below

**Project Development Business System (PRD3)**

File Sub Systems Civil Rights Window Help

**Item Payment Analysis**

**ITEM PAYMENT ANALYSIS**

PROJECT NUMBER: F-0071(30)17 ☒ Active PROJECT NAME: SR-71; 900 East (Van Winkle) to 3300 South

CONTRACTOR: STAKER PARSON COS DBA STAKER PAVING RESIDENT ENGINEER: MARWAN FARAH

CONTRACT AMT: \$2,830,250.00

DBE Name	Item	Item Description	Commit Qty	Commit Amt	Paid Qty	Paid Amt	+/-	Race Neutral
JACKETTA SWEEPING SVC	17	HMA - 3/4 inch	0.00	13,000.00	137.2500	17,582.00	\$4,582.00	\$4,582.00
R W STRIPING INC	18	Pavement Marking Paint	745.00	5,748.12	273.7200	5,748.12	\$0.00	\$0.00
R W STRIPING INC	19	Pavement Message (Preformed Thermoplas	358.00	29,776.56	264.0000	29,776.56	\$0.00	\$0.00
R W STRIPING INC	23	Sign Type A-1	62.00	8,500.00	63.0000	8,641.71	\$141.71	\$141.71
R W STRIPING INC	24	Sign Type A-2	48.00	2,350.00	48.0000	2,357.76	\$7.76	\$7.76
R W STRIPING INC	25	Slipbase Sign Base With Top Casting SLB-1	65.00	26,718.00	65.0000	26,718.90	\$0.90	\$0.90
R W STRIPING INC	26	Slipbase Sign Base With Top Casting SLB-2	10.00	4,110.00	10.0000	4,110.60	\$0.60	\$0.60
TRIPLE J CONCRETE LLC	9	Remove Concrete Curb and Gutter	0.00	37.50	7.5000	37.50	\$0.00	\$0.00
TRIPLE J CONCRETE LLC	11	Concrete Drainage Structure 3 ft to 5 ft Dee	0.00	1,700.00	1.0000	1,700.00	\$0.00	\$0.00
TRIPLE J CONCRETE LLC	20	Concrete Curb and Gutter Type B1	0.00	75.00	7.5000	75.00	\$0.00	\$0.00

3      \$105,915.18      \$112,258.15      \$6,342.97      \$6,342.97

Goal% 3.0%    Orig. Commit % 3.45%    Current Commit % 3.74%    RC % 3.74%    RN % 0.22%    Complete % 100.0%

Payments for the Project were not found.

PRINT    2    EXIT

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Step 7:

Check DBE Commitment on the C-128 report (Project Admin/Data Entry/Final Estimate/C-128 Report button next to comments box), the **1** DBE Commitment should meet or exceed the project goal. Also check the **2** Contractor's DBE Participation, this should meet or exceed the **1** DBE Commitment.

**Project Development Business System (PRD3)**

File Edit Sub Systems Project Administration Window Help

**Data Entry**

Select Project: F-0071(30)17

Project Tree:

- Project
  - Addendum
  - Advertising
  - Assignment Order
  - Award and Proceed
  - Change Orders
    - STAKER & PARSON CO
      - Change 1
      - Change 2
  - Claims
  - Contractor Payments
  - Final Estimate
  - OCIP
  - Partnering
  - Pre-award Checklist
  - Progress Reports
  - Subcontracts
  - Utility Agreements
  - Utility Invoices

**C - 128 Report**

Total Days Charged 64.00 Days  
Net (Underrun) 6.00 Days

**FINANCIAL:**

Original Contract Amount \$ 2,830,250.00  
Final Estimate Amount \$ 2,867,111.84  
NET (Overrun) 1.30% \$ 36,861.84

**REASON FOR OVERRUN/UNDERRUN:** See attached Statement from Engineer

**DBE COMPLIANCE:**

DBE COMMITMENT	
Dollar Amount	Percent
\$105,915.18	3.74%

**1**

CONTRACTOR'S DBE PARTICIPATION	
Dollar Amount	Percent
\$112,258.15	3.97%

**2**

Page 1 of 2

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# DBE Current Commitment Calculations in PDBS:

PIN = **9433** (see the Memorandum - DBE Commitment CO - Revised for directions on how to create the change order)  
 Project Number = **F-0071(30)17**

- Prior to starting a DBE change order, fill in the yellow highlighted cells. Retrieve the amounts from the Item Payment Analysis in PDBS/Subsystems/Civil Rights/Reports. See screen shot below.
- No. 2 are the line item amounts that will need to have their commitments reduced in the change order.
- No. 6 will then calculate the amount of race neutral work needed to be changed to race conscious (highlighted red) to reach the goal. If No. 6 turns green then the overall goal is met already.
- When all yellow highlighted cells are filled in and No. 6 is red, then fill out No. 7 (highlighted blue), by entering only enough race neutral work to make up the amount in No. 6. The No. 7 amount can be taken from the positive values in the "+/-" column of the Item Payment Analysis. This column represents both un-committed race neutral work and overpaid committed work, which is also race neutral when it is an overage.
- When enough race neutral work is added to No. 7, then No. 6 will turn green and say "Goal is Met". This will also update the current commitment, No. 5, to match the goal.
- The amount in No. 7 must then be brought in to the change order by line item and each race neutral amount must then be changed to race conscious.
- If all yellow highlighted cells are filled in and No. 6 is green, Goal is met, and you still have an amount in No. 2, then you still need a change order to reduce the commitment of that item(s), but you do not need to bring in any race neutral work to make up the goal.
- So now that each commitment underrun is reduced by line item and the goal is made up by race neutral work being changed to race conscious, then you are now ready to start your change order.

No.	Description	Amounts
1	Total Commit Amt =	\$97,701.00
2	DBE Commitment underrun =	\$20,498.32 (negative amounts in "+/-" column) (enter as positive numbers)
3	Contract Amount =	\$2,830,250.00
4	Project Goal =	3.00%
5	Current Commitment =	2.7278% Should calculate to match the Item Payment Analysis, Current Commitment in PDBS.
6	Amount RN needed to be changed to RC to reach goal =	\$7,704.82
7	Race Neutral work added to make up goal =	(taken from positive amounts in "+/-" column)

Project Development Business System (PDBS)

File Sub Systems Civil Rights Window Help

Item Payment Analysis

ITEM PAYMENT ANALYSIS

PROJECT NUMBER: F-0071(30)17 ☒ Active PROJECT NAME: SR-71, 900 East (Van Winkle) to 3300 South

CONTRACTOR: STAKER, PARSON COS DBA STAKER PAYING... RESIDENT ENGINEER: MARIAN FARAH

CONTRACT AMT: \$2,830,250.00

DBE Name	Item	Item Description	Commit Qty	Commit Amt	Paid Qty	Paid Amt	+/-	Race Neutral
RW STRIPING INC	18	Pavement Marking Paint	745.00	15,645.00	275.7200	5,748.12	(\$9,896.88)	\$0.00
RW STRIPING INC	19	Pavement Message (Pretensioned Thermoplastic)	550.00	40,378.00	204.0000	29,776.50	(\$10,601.44)	\$0.00
RW STRIPING INC	23	Sign Type A-1	82.00	8,500.00	83.0000	8,841.71	\$141.71	\$141.71
RW STRIPING INC	24	Sign Type A-2	46.00	2,350.00	46.0000	2,357.76	\$7.76	\$7.76
RW STRIPING INC	25	Signbase Sign Base With Top Casing SLB-1	85.00	26,718.00	85.0000	26,718.90	\$0.90	\$0.90
RW STRIPING INC	26	Signbase Sign Base With Top Casing SLB-2	10.00	4,110.00	10.0000	4,110.60	\$0.60	\$0.60
JACKETTA SPRAYING SERVICE	17	MSA - 3/4 inch	0.00	0.00	137.3500	17,882.00	\$17,882.00	\$17,882.00
TRIPLE J CONCRETE LLC	9	Remove Concrete Curb and Outer	0.00	0.00	7.5000	37.50	\$37.50	\$37.50
TRIPLE J CONCRETE LLC	11	Concrete Drainage Structure 3 ft to 5 ft	0.00	0.00	1.0000	1,700.00	\$1,700.00	\$1,700.00
TRIPLE J CONCRETE LLC	20	Concrete Curb and Outer Type B1	0.00	0.00	7.5000	75.00	\$75.00	\$75.00
				\$97,701.00		\$112,259.15	\$14,557.15	\$35,055.47

Goal% 3.0% Commit % 3.45% Adjusted Commit % 3.45% RC % 3.45% RN % 1.24% Complete % 79.02%

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# DBE Current Commitment Calculations in PDBS:

PIN = **9433** (see the Memorandum - DBE Commitment CO - Revised for directions on how to create the change order)  
 Project Number = **F-0071(30)17**

- Prior to starting a DBE change order, fill in the yellow highlighted cells. Retrieve the amounts from the Item Payment Analysis in PDBS/Subsystems/Civil Rights/Reports. See screen shot below.
- No. 2 are the line item amounts that will need to have their commitments reduced in the change order.
- No. 6 will then calculate the amount of race neutral work needed to be changed to race conscious (highlighted red) to reach the goal. If No. 6 turns green then the overall goal is met already.
- When all yellow highlighted cells are filled in and No. 6 is red, then fill out No. 7 (highlighted blue), by entering only enough race neutral work to make up the amount in No. 6. The No. 7 amount can be taken from the positive values in the "+/-" column of the Item Payment Analysis. This column represents both un-committed race neutral work and overpaid committed work, which is also race neutral when it is an overage.
- When enough race neutral work is added to No. 7, then No. 6 will turn green and say "Goal is Met". This will also update the current commitment, No. 5, to match the goal.
- The amount in No. 7 must then be brought in to the change order by line item and each race neutral amount must then be changed to race conscious.
- If all yellow highlighted cells are filled in and No. 6 is green, Goal is met, and you still have an amount in No. 2, then you still need a change order to reduce the commitment of that item(s), but you do not need to bring in any race neutral work to make up the goal.
- So now that each commitment underrun is reduced by line item and the goal is made up by race neutral work being changed to race conscious, then you are now ready to start your change order.

No.	Description	Amounts
1	Total Commit Amt =	\$97,701.00
2	DBE Commitment underrun =	\$20,498.32 (negative amounts in "+/-" column) (enter as positive numbers)
3	Contract Amount =	\$2,830,250.00
4	Project Goal =	3.00%
5	Current Commitment =	3.0000% Should calculate to match the Item Payment Analysis, Current Commitment in PDBS.
6	Amount RN needed to be changed to RC to reach goal =	Goal is met
7	Race Neutral work added to make up goal =	\$7,705.00 (taken from positive amounts in "+/-" column)

Project Development Business System (PDBS)

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