

# 10-1 Complete Section A of CDOT Form 1432 (Prime Contractor)



## Details

### Responsible Parties

- Prime Contractor

### Revision Date of this Document

June 2025

### Document Owner

Kelly Whaley, [kelly.whaley@state.co.us](mailto:kelly.whaley@state.co.us), 720-930-1523

## Procedural Objective

This document is intended to assist the Prime Contractor with completing Section A of the CDOT Form 1432 for participating DBE firms.

**Note 1:** In order for a DBE to count as eligible participation toward a contract DBE goal, a Commercially Useful Function (CUF) shall be conducted and approved. CUF credit is awarded when the DBE is responsible for the execution of the contract and for carrying out the responsibilities by performing, managing, and supervising the work involved on the project.

The Prime Contractor is required to submit a CDOT form 1432 for each DBE performing work or providing supplies under the NAICS codes in which they have been approved. The DBE owner or manager with contract signature authority shall complete Section B, DBE Questions, within 45 days of the DBE beginning work on the contract. This section of the form shall be completed prior to the DBE completing work per its contract/subcontract.

**Note 2:** DBE credit will not be given to any DBE firms if there is not an approved CDOT Form 1432 completed.

## System Procedures

1. Download the CDOT Form 1432 from the CDOT Forms Catalog at <https://www.codot.gov/about/forms>.

# CDOT Forms Catalog

Use this page to find CDOT forms on a variety of topics. Please note: If you intend to fill out a form for submission, please first download it and save it. Do not fill it out in your web browser.

Forms can be located by scrolling through the list or by using the search/filter tiles for the Program owner of the form, the Form Number, or the Form Title. Once located click on the File Hyperlink which will take you to the form.

Program ▾	Search by Form Number ▾	Form Title ▾
-----------	-------------------------	--------------

Program ▾	Form Number	Form Title	File Hyperlink
-----------	-------------	------------	----------------

- When the DBE begins work on the project, fill out all blank spaces of Section A in its entirety.

<b>COLORADO DEPARTMENT OF TRANSPORTATION</b>					
<b>COMMERCIALLY USEFUL FUNCTION QUESTIONNAIRE</b>					
<b>(CDOT Form 1432)</b>					
<b>General Information:</b> A DBE performs a commercially useful function (CUF) when it is responsible for execution of the contract and is carrying out its responsibilities by performing, managing, and supervising the work involved. The Contractor shall submit a Form 1432 for each DBE that performs work or provides supplies in the North American Industry Classification System (NAICS) code in which they are approved. The Form 1432 must be signed by the DBE, Contractor, and Project Manager/Engineer. Work performed and/or supplies provided on the Contract by a DBE Commitment will not count as Eligible Participation without a corresponding Form 1432 and the Contractor may be subject to a payment reduction as described in subsection 8(b) of the Disadvantaged Business Enterprise (DBE) Requirements standard special provision. The Contractor may be required to submit supporting documentation as outlined in Section 5: CUF Guidance for Engineer on page three.					
<b>Section A. Prime Contractor and Project Information</b>					
1. Project S/A No. or PCN Number (5 digit #):		2. FHWA Project #, Subaward Agreement # from COTRAMS (FTA contracts), or PO # (for CM/GC-CM contracts):		3. Project Name:	
4. Name of Prime Contractor:		5. Prime Contractor's Contact Name:		6. Prime Contractor's Contact Title:	
7. Prime Contractor's Contact Phone Number:		8. Prime Contractor's Contact Email Address:		9. Name of DBE Firm:	
11. DBE Contact Name:		12. DBE Contact Email Address:		13. DBE Contact Phone Number:	
14. Date DBE Began Work on the Project:		15. Anticipated Date DBE will End Work on the Project:			

- Provide the CDOT Form 1432 to the appropriate DBE for the completion of Section B of the form within 45 days of the DBE starting work (note- this section of the form shall be completed prior to the DBE firm completing work on their contract). After the DBE completes Section B, the form shall be returned to the Prime Contractor for completion.
- The Prime Contractor has successfully completed Section A of the CDOT Form 1432.