

# 11-8 Review and Complete Section F of CDOT Form 1416 to Document Good Faith Efforts (For a Termination/Reduction) (RCRO)



## Details

### Responsible Parties

- Region Civil Rights Office (RCRO)

### Revision Date of this Document

May 2025

### Document Owner

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## Procedure Objective

This document is intended to assist the CDOT Region Civil Rights Office with reviewing and completing Section F of the CDOT Form 1416 due to good faith efforts submission in response to an approved termination or reduction to a DBE commitment.


## Additional Information



If the Prime Contractor determines they will be unable to obtain additional eligible participation (as defined in the applicable contract's DBE Standard Special Provision) sufficient to meet the contract goal on the total earnings amount following an approved termination or reduction, the Prime Contractor shall provide documentation of good faith efforts to obtain additional DBE participation by submitting a completed Form 1416, along with any supporting documentation which they would like considered as evidence of good faith efforts. The Prime Contractor shall have seven days from the CDOT approved termination or reduction of a DBE commitment to submit documentation of a substitution or a CDOT Form 1416 evidencing good faith efforts to obtain sufficient substitutions despite failing to do so. See the [Compliance Deep Dive: Good Faith Efforts](#) page on the CDOT website and [Appendix A to part 26 of the 49 CFR](#) for more information on good faith efforts.

## System Procedures

1. Upon receipt of the CDOT Form 1416 and supporting documentation, the Region Civil Rights Office shall complete their review and analysis.
2. The Region Civil Rights Office should ensure that the form is completed in its entirety with all appropriate fields entered.

- After review of the CDOT Form 1416 and all supporting documentation, complete Section F, box 32 with either a recommendation for approval or recommendation for rejection.



Section F. Determination				
32. Project Owner Representatives (CDOT or Subrecipient/Local Agency)				
a. Title	b. First & Last Name	c. Signature	d. Date	e. Determination
<b>Pre-Award ONLY</b> CDOT Civil Rights Business Resource Center (CRBRC):				<input type="checkbox"/> Approve <input type="checkbox"/> Reject
<b>Post-Award ONLY</b> CDOT Region Civil Rights Specialist (for post-award):				<input type="checkbox"/> Recommend for Approval <input type="checkbox"/> Recommend for Rejection

- If the RCRO's determination is "Recommend for Rejection," include all reasons for the rejection recommendation in an email when submitting the form to the CDOT PE/PM.
- Provide the completed CDOT Form 1416 to the CDOT PE/PM for final approval/rejection. Follow-up with the CDOT PE/PM if required.
- The Region Civil Rights Office has successfully completed Section F of the CDOT Form 1416.