

11-9 Review and Complete Section F of CDOT Form 1416 to Document Good Faith Efforts (For a Termination/Reduction) (PE)



Details

Responsible Parties

- Project Engineer/Project Manager (PE/PM)

Revision Date of this Document

June 2025

Document Owner

Kelly Whaley, kelly.whaley@state.co.us, 720-930-1523

Procedure Objective

This document is intended to assist the CDOT Project Engineer/Project Manager (PE/PM) 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. The Civil Rights Office will have a recommendation of approval or rejection on the form at this point in the process.

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 (with Section F, box 32 completed by the RCRO), the CDOT PE/PM shall complete their review and analysis.

2. The CDOT PE/PM should ensure that the form is completed in its entirety with all appropriate fields entered.
3. After review of the CDOT Form 1416 and all supporting documentation, complete Section F, box 32 with either an approval or rejection of the form.

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

4. Provide a copy of the completed CDOT Form 1416 to the Region Civil Rights Office and the Prime Contractor.
5. The CDOT PE/PM has successfully reviewed and completed Section F of the CDOT Form 1416.