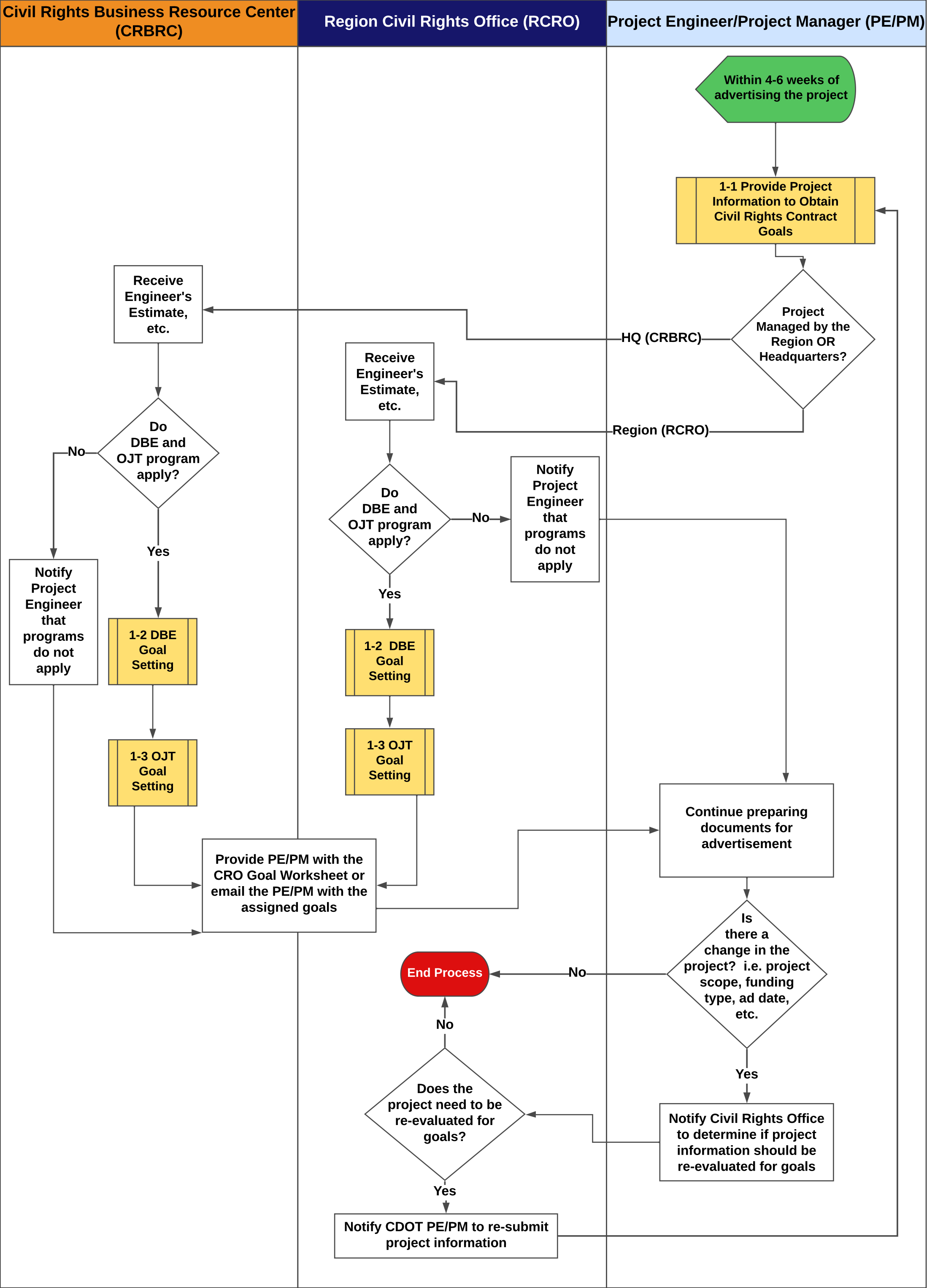


B - 1-0 Set DBE and OJT Contract Goals_July 2025



Flowchart B-1-0: Set DBE and OJT Contract Goals

1. Start: Within 4-6 weeks of the project advertisement date, the Project Engineer/Project Manager provides the necessary project information to obtain civil rights goals to the Region Civil Rights Office or Civil Rights Business Resource Center (depending on who manages the project) (Figure 1-1).
2. Decision Item: Does the DBE and OJT program apply (based on the project's funding type)?
 - If yes, continue to step 3
 - If no, notify the Project Engineer/Project Manager that there are no DBE and OJT contract goals applied to the contract.
3. The Region Civil Rights Office or Civil Rights Business Resource Center sets the DBE and OJT contract goals (Figure 1-2 and 1-3).
4. The Region Civil Rights Office or Civil Rights Business Resource Center provides the Project Engineer/Project Manager with the Civil Rights Office Worksheet (if utilizing) or email the Project Engineer/Project Manager with the assigned goals.
5. The Project Engineer/Project Manager continues to prepare documents for the project advertisement.
6. Decision Item: Is there a change in the project (project scope, funding type, advertisement date etc.)?
 - If yes, continue to step 7
 - If no, the process ends
7. The Project Engineer/Project Manager notifies the Region Civil Rights Office or Civil Rights Business Resource Center of the changes to the project. The Region Civil Rights Office or Civil Rights Business Resource Center determines if the goals should be reevaluated.
8. The process ends.