



# Small Business Participation Plan Modification Request

(Project Specific Form 1420)

## FORM INSTRUCTIONS

Section A: Goal Identification – select the project goal that the modification request is applicable to

Section B: Prime Contractor Information

1. Prime Contractor Name – enter the name of the Prime Contractor making the request
2. Representative Name – enter the first and last name of the Prime Contractor representative completing the modification request
3. Title – enter the title of the Prime Contractor representative in B2
4. Signature – enter the signature of the Prime Contractor representative in B2
5. Date – the date of the signature entered in B4

Section C: Contract Summary To Date – the information completed in this section SHOULD NOT include amounts for this modification request

6. Original Contract Amount – enter the amount of the original contract applicable to the goal selected in Section A
7. Total Change Orders (*to date*) – enter the amount of change orders that have been issued to date that adjusted the original contract amount applicable to the goal selected in Section A
8. Total Other Adjustments (*to date*) – enter the amount of other adjustments that may adjust the contract amount applicable to the goal selected in Section A
9. Adjusted Contract Amount – the amount (as adjusted) that the goal selected in Section A is applied to (prior to this request)
10. Goal (*to date*) – enter the contract goal (%) and the dollar amount as calculated by multiplying the goal % to the Adjusted Contract Amount (C9)
11. Commitment (*to date*) – enter the dollar value of the commitment made by the Contractor to date applicable to the goal selected in Section A and then calculate the % associated with that commitment by dividing the Commitment \$ by the Adjusted Contract Amount (C9)
12. Participation (*to date*) – enter the amount of payments made to date towards the goal selected in Section A and calculate the % of participation by dividing the Participation \$ by the Adjusted Contract Amount (C9)

Section D: Request for Approval

13. Reason(s) for Modification – check all that apply to the reason for the request for modification
  - a. Termination/Reduction (*attach copy of notice to DBE*)
  - b. Substitution (*attach Form 1415*)
  - c. New Commitment (*attach Form 1415*)
  - d. Waiver
  - e. Change Order (*between CDOT and Prime Contractor*)
  - f. Recapture of Prior Race-Neutral Participation (*attach evidence of Commercially Useful Function (CUF) including but not limited to CUF site observations, deliverables, invoices, payments, subcontracts, change orders, certified payrolls*)
14. Explanation of Request – provide an explanation of the request in more detail and reference any supporting data provided

Section E: Determination – this section is to be completed by CDOT

15. Comments – the CDOT representatives will provide any comments that are deemed application to the request and final determination rendered

16. CDOT Representatives -

- a. Titles – the Project Civil Rights Manager and Project Manager will complete their respective information
- b. First & Last Name – enter the first and last name of the respective CDOT Representative in the designated Titles
- c. Signature - enter the signature of the respective CDOT Representative in the designated Titles
- d. Date - enter the date of the signature of the respective CDOT Representative in the designated Titles
- e. Determination – Enter the determination of the respective CDOT Representative in the designated Titles