Clean Water State Revolving Fund (CWSRF)  
Disadvantaged Business Enterprise Program (DBE) Guidance

Important note: All OWRB and EPA forms can be found at: www.owrb.ok.gov/forms

The Oklahoma CWSRF receives a portion of their funding from the U.S. Environmental Protection Agency (EPA). The federal funds are used to supplement low interest rate loans to finance wastewater and water quality projects. As a condition of federal grant awards, EPA regulations require that loan recipients and sub-recipients (i.e., prime contractors and subcontractors) make a good-faith effort to award a fair share of work to DBE’s who are small business enterprises (SBE’s), minority business enterprises (MBE’s) and women’s business enterprises (WBE’s). Additionally, EPA’s DBE rule requires loan recipients and sub-recipients adhere to the terms and conditions on Appendix A attached hereto.

To ensure compliance with EPA’s DBE requirements, both Loan Recipients (Project Owners) and Prime Contractors must undertake the good faith efforts to provide opportunities for DBE firms to participate in contracts. EPA regulations require evidence of the demonstration of the six good faith efforts in trying to achieve the DBE participation goals. Oklahoma’s negotiated DBE participation goals with EPA can be found on the OWRB Financial Assistance website. The goals are not a quota. The Oklahoma Department of Transportation has developed a DBE Directory of Certified Firms. This database can be found at this website: https://okdot.gob2g.com/Default.asp

Good Faith Efforts: The following good faith efforts apply to the procurement categories involving CWSRF financial assistance funds (See Appendix B: EPA Good Faith Efforts):

1. Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For state and local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

2. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For state and local government recipients, this will include dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance of the Small Business Administration (SBE) and the Minority Business Development Agency of the Department of Commerce.

6. If the prime contractor awards subcontracts, require the prime contractor to take the above steps.

Please submit all information to:  
Financial Assistance Division, OWRB  
3800 North Classen Blvd, Oklahoma City, OK 73118  
Phone: 405.530.8800, FAX: 405.530.8900 
http://www.owrb.ok.gov
Disadvantaged Business Enterprise Program (DBE) Guidance

**Demonstration of the Six Good Faith Efforts.** See Appendices A & B for additional bidding instructions and contract administrative provisions.

**A: Project Owners are required** to create and maintain a bidders list in accordance with Subpart E of Part 33 of EPA’s Disadvantaged Business Enterprise Program rule, (§ 33.501(b)). The list must include all firms that bid or quote on prime contracts, or bid or quote subcontracts, on competitively bid CWSRF funded projects. The bidders list must only be kept until the project period for the identified loan has ended. The following information must be obtained from all prime and subcontractors and can be provided on **Bidders List (ORF-249):**

1. Entity’s name with point of contact
2. Entity’s mailing address, telephone number, and e-mail address
3. The procurement on which the entity bid or quoted, and when; and
4. Entity’s status as an MBE/WBE or non-MBE/WBE

**B: Project Owners are required** to undertake good faith efforts. Steps 1 through 5 can be utilized during the project planning, design and/or pre-bidding phase, to assure that qualified DBE firms have procurement opportunities in construction, equipment, services, and supplies.

To provide procurement opportunities to DBE Firms, the Project Owner should undertake the following:

- Conduct pre-bid meetings to inform potential bidders/contractors about DBE requirements and provide guidance in undertaking the required good faith efforts.
- Use listings of certified DBEs from the U.S. Small Business Administration (SBA), Oklahoma Department of Transportation (ODOT), etc, to solicit DBE firms as prime contractors whenever they are potential candidates. Project Owners should advertise in minority, local and regional newspapers and in the Dodge report.
- Invite DBE firms, where appropriate, to meetings, conferences etc., to inform them of procurement opportunities and develop, where possible, reasonable contract and delivery schedules that encourage and facilitate participation by DBE’s. This includes, whenever possible, a minimum of 30 calendar days for bids or request for proposals.
- Determine if a project can be broken down into smaller components/contracts to allow opportunity for DBE firms to bid both as prime-contractors and as sub-contractors.
- For projects broken down into smaller components (e.g., painting, roofing, excavation, pipe laying, etc.,) ensure that the delivery schedules are reasonable.
- Encourage DBE firms, where appropriate, to apply as a consortium of DBE’s, when a contract is too large for one of these firms to handle individually.
- **Require prime contractor** to complete ORF Form 6100-3 & ORF Form 6100-4 and submit with bid proposal to Project Owner.

**C: Project Owners must require the prime contractor** to undertake steps 1 through 5 of the Good Faith Efforts in providing DBE firms opportunity for sub-contracts.

Project Owner must provide the **DBE Guidance (ORF-267)** and associated forms to Prime Contractors for utilization of DBE’s in the bidding documents.
APPENDIX A: Project Owner, Prime Contractor and Sub-Contractor Responsibilities

EPA’s Disadvantaged Business Enterprise Program rule applies to contract procurement actions funded in part by EPA assistance agreements awarded after May 27, 2008. The rule is found at Federal regulation Title 40, Part 33. Specific responsibilities are highlighted below.

Project Owner Responsibilities:
- Include OWRB’s DBE guidance (ORF-267) in each contract with a primary contractor.
- Employ the six Good Faith Efforts during prime contractor procurement (§33.301).
- Require prime contractor to comply with the following prime contractor requirements of Title 40 Part 33:
  a) To employ the six Good Faith Efforts steps in paragraphs (a) through (e) of § 33.301 if the prime contractor awards subcontracts (§ 33.301(f)).
  b) To provide **ORF form 6100-2 – DBE Subcontractor Participation Form to all DBE subcontractors** (Optional submittal by subcontractors) (§ 33.302(e)).
  c) To submit **ORF form 6100-3 – DBE Program Subcontractor Performance Form** and **ORF form 6100-4 – DBE Program Subcontractor Utilization Form with bid package or proposal**. (§ 33.302 (f) and (g)).
  d) To pay its subcontractor for satisfactory performance no more than 30 days from the prime contractor’s receipt of payment from the recipient (§ 33.302(a)).
  e) To notify recipient in writing by its prime contractor prior to any termination of a DBE subcontractor for convenience by the prime contractor (§ 33.302(b)).
  f) To employ the six good faith efforts described in § 33.301 if soliciting a replacement subcontractor after a DBE subcontractor fails to complete work under the subcontract for any reason. (§ 33.302(c)).
  g) To employ the six good faith efforts described in § 33.301 even if the prime contractor has achieved its fair share objectives under subpart D of Part 33. (§33.302(d)).
  h) Provide Project Owner DBE participation achievements with bid proposal – this includes all information necessary for the Owner to complete the **Bidders List (ORF-249)**. The Owner may allow the prime contractor to complete the **Bidders List (ORF-249)**; however, the Owner is responsible for review and submittal.
- Maintain records documenting compliance with the requirements of Title 40 Part 33, including **Bidders List (ORF-249)** and documentation of the good faith efforts (§ 33.301(a)) by the project owner and prime contractor.

Prime Contractor Responsibilities:
- Employ the six Good Faith Efforts steps in paragraphs (a) through (e) of § 33.301 if the prime contractor awards subcontracts (§ 33.301(f)).
• Provide **ORF form 6100-2 – DBE Program Subcontractor Participation Form** and **ORF form 6100-3 – DBE Program Subcontractor Performance Form** to each DBE subcontractor as part of the bid conference and prior to opening of the contractor’s bid or proposal (§ 33.302(e) and (f)). Complete **ORF form 6100-4 – DBE Program Subcontractor Utilization Form** (§ 33.302(g))

• Submit to recipient with bid package or proposal the completed **ORF form 6100-4**, plus an **ORF form 6100-3** for each DBE subcontractor used in the contractor’s bid or proposal (§ 33.302(f) and (g)).

• Pay subcontractors for satisfactory performance no more than 30 days from the prime contractor’s receipt of payment from the Project Owner (§ 33.302(a)).

• Notify the recipient in writing prior to prime contractor termination of a DBE subcontractor for convenience (§ 33.302(b)).

• Employ the six good faith efforts described in (§ 33.301) if soliciting a replacement subcontractor after a DBE subcontractor fails to complete work under the subcontract for any reason. (§ 33.302(c)).

• Employ the six good faith efforts described in (§ 33.301) even if the prime contractor has achieved its fair share objectives under subpart D of Part 33. (§33.302(d)).

• Provide Project Owner DBE participation achievements with bid proposal. This includes information necessary for Owner’s completion of the **Bidders List (ORF-249)**.

• Maintain records documenting its compliance with the requirements of Title 40 Part 33, including **Bidders List (ORF-249)** and documentation of the good faith efforts (§ 33.301(a)) by the project owner and prime contractor.

Subcontractor Responsibilities:

• May submit **ORF form 6100-2 – DBE Subcontractor Participation Form** to Debra Bradford, EPA Region 6 DBE Coordinator (§ 33.302(e)). Submitted if concerns with EPA funded project (e.g. termination, late payment, etc.)

• Must complete **ORF form 6100-3 – DBE Program Subcontractor Performance Form**, and submit it to the prime contractor soliciting services from the subcontractor prior to the opening of bids for the prime contract.

**Summary of ORF Forms**

<table>
<thead>
<tr>
<th>ORF Form</th>
<th>Requirement</th>
<th>Provided By</th>
<th>Completed By</th>
<th>Submitted To</th>
</tr>
</thead>
<tbody>
<tr>
<td>6100-2: DBE Subcontractor Participation Form</td>
<td>Project Owners required to have prime contractors provide form to Subcontractors</td>
<td>Prime Contractors to DBE Subcontractors</td>
<td>DBE Subcontractors if concerns with EPA funded project (e.g. termination, late payment, etc)</td>
<td>EPA Region 6 DBE Coordinator, Debora Bradford</td>
</tr>
<tr>
<td>6100-3: DBE Subcontractor Performance Form</td>
<td>Project Owners required to have prime contractors provide form to Subcontractors</td>
<td>Prime Contractors to DBE Subcontractors</td>
<td>DBE Subcontractors with Prime Contractor’s Signature. Completed when bidding on a job.</td>
<td>Project Owners as part of a bid or proposal package</td>
</tr>
<tr>
<td>6100-4: DBE Subcontractor Utilization Form</td>
<td>Project Owners required to have prime contractors complete the form</td>
<td>Project Owners to Prime Contractors</td>
<td>Prime Contractors to indicate the utilization of a DBE.</td>
<td>Project Owners as part of bid or proposal</td>
</tr>
</tbody>
</table>
APPENDIX B: TITLE 40 PART 33 SUBPART C—GOOD FAITH EFFORTS

§ 33.102 When do the requirements of this part apply?

The requirements of this part apply to procurement under CWSRF financial assistance agreements performed entirely within the United States, whether by a Project Owner or its prime contractor, for construction, equipment, services, and supplies.

§ 33.106 What assurances must CWSRF financial assistance recipients obtain from their contractors?

The recipient must ensure that each procurement contract it awards contains the term and condition specified in Appendix A to this part concerning compliance with the requirements of this part.

§ 33.206 Is there a list of certified MBEs and WBEs?

The Oklahoma Department of Transportation has developed a DBE Directory of Certified Firms. This database can be found at this website: https://okdot.gob2g.com/Default.asp.

§ 33.301 What does this subpart require?

A recipient, including one exempted from applying the fair share objective requirements by § 33.411, is required to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an CWSRF financial assistance agreement, even if it has achieved its fair share objectives under subpart D of this part:

a) Ensure DBE’s are made aware of contracting opportunities fully practicable through outreach and recruitment activities. For State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

b) Make information on forthcoming opportunities available to DBE’s, arrange periods for contracts, and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBE’s in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBE’s. For state and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

d) Encourage contracting with a consortium of DBE’s when a contract is too large for one of these firms to handle individually.

e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

§ 33.302 Are there any additional contract administration requirements?

a) Project Owners must require its prime contractor to pay its subcontractor for satisfactory performance no more than 30 days from the prime contractor’s receipt of payment from the recipient.

b) Its prime contractor must notify Project Owner in writing prior to any termination of a DBE subcontractor for convenience by the prime contractor.

c) If a DBE subcontractor fails to complete work under the subcontract for any reason, the recipient must require the prime contractor to employ the six good faith efforts described in § 33.301 if soliciting a replacement subcontractor.
d) A project owner must require its prime contractor to employ the six good faith efforts described in §33.301 even if the prime contractor has achieved its fair share objectives under §33.301 subpart D above.

e) A recipient must require its prime contractor to provide ORF Form 6100–2—DBE Program Subcontractor Participation Form to all of its DBE subcontractors. ORF Form 6100–2 gives a DBE subcontractor the opportunity to describe the work the DBE subcontractor received from the prime contractor, how much the DBE subcontractor was paid and any other concerns the DBE subcontractor might have, for example reasons why the DBE subcontractor believes it was terminated by the prime contractor. DBE subcontractors may send completed copies of ORF Form 6100–2 directly to the appropriate EPA DBE Coordinator.

f) A recipient must require its prime contractor to have its DBE subcontractors complete ORF Form 6100–3—DBE Program Subcontractor Performance Form. A recipient must then require its prime contractor to include all completed forms as part of the prime contractor’s bid or proposal package.

g) A recipient must require its prime contractor to complete and submit ORF Form 6100–4—DBE Program Subcontractor Utilization Form as part of the prime contractor’s bid or proposal package.

h) Copies of ORF Form 6100–2—DBE Program Subcontractor Participation Form, ORF Form 6100–3—DBE Program Subcontractor Performance Form and ORF Form 6100–4—DBE Program Subcontractor Utilization Form may be obtained from EPA OSDBU’s Home Page on the Internet or directly from EPA OSDBU.

i) A recipient must ensure that each procurement contract it awards contains the term and condition specified in the Appendix A concerning compliance with the requirements of this part. A recipient must also ensure that this term and condition is included in each procurement contract awarded by an entity receiving an identified loan under a financial assistance agreement to capitalize a revolving loan fund.

§ 33.410 Can a recipient be penalized for failing to meet its fair share objectives?

A recipient cannot be penalized, or treated by EPA as being in noncompliance with this subpart, solely because it’s MBE or WBE participation does not meet its applicable fair share objective. However, EPA may take remedial action under § 33.105 for a recipient’s failure to comply with other provisions of this part, including, but not limited to, the good faith efforts requirements described in subpart C of this part.

# APPENDIX C: RESOURCE LISTING AND CONTACT INFORMATION FOR UTILIZATION OF MINORITY AND WOMEN’S BUSINESS ENTERPRISES

<table>
<thead>
<tr>
<th>Resource Listing</th>
<th>Contact Information</th>
<th>Website if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U. S. Small Business Administration (SBA) - OK. District Office</strong></td>
<td>301 NW 6th St. Oklahoma City, OK 73102 Phone: 405.609.0800</td>
<td><a href="https://www.sba.gov/offices/district/ok/oklahoma-city">https://www.sba.gov/offices/district/ok/oklahoma-city</a></td>
</tr>
<tr>
<td><strong>Minority Business Development Administration (MBDA):</strong> The MBDA is an agency within the U.S. Dept. of Commerce, created to foster the development and growth of minority businesses in the U.S. and coordinates resources in the public and private sectors to help MBEs.</td>
<td>1401 Constitution Ave NW Washington, D.C. 20230 Email: <a href="mailto:support@mbda.gov">support@mbda.gov</a> Phone: (202) 482-2000</td>
<td><a href="http://www.mbda.gov/">http://www.mbda.gov/</a></td>
</tr>
<tr>
<td><strong>Oklahoma Department of Transportation (ODOT) and the Minority/Disadvantaged Business Enterprise (ODOT – MBE/DBE). Project Owners and bidders may locate qualified M/WBE’s through the MBE/WBE Directory</strong></td>
<td>200 NE 21st Street Oklahoma City, OK 73105 Phone: 405.521.2082</td>
<td><a href="https://okdot.gob2g.com/Default.asp">https://okdot.gob2g.com/Default.asp</a></td>
</tr>
<tr>
<td><strong>US EPA Office of Small and Disadvantaged Business Utilization (OSDBU):</strong> advocates and advances the business, regulatory, and environmental compliance concerns of small and socio-economically disadvantaged businesses. The Small Business Vendor Profile System contains information of number of small and disadvantaged companies registered with OSDBU.</td>
<td>USEPA Office of Small Programs 1200 Pennsylvania Ave. NW Mail Code 1230T Washington, D.C. 20460 Phone: 202 566-2075</td>
<td><a href="http://cfpub.epa.gov/sbvs/">http://cfpub.epa.gov/sbvs/</a> Select “search the OSBP Registry” Click on the search criteria of interest (ethnicity, size, SIC, etc.)</td>
</tr>
<tr>
<td>Organization</td>
<td>Address</td>
<td>Phone Numbers</td>
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<tr>
<td>National Black Chamber of Commerce</td>
<td>4400 Jenifer St NW #331, Washington, DC 20015</td>
<td>Phone: 202 466-6888 Fax: 202 466-4918 Email: <a href="mailto:info@nationalbcc.org">info@nationalbcc.org</a></td>
</tr>
<tr>
<td>U.S. Hispanic Chamber of Commerce</td>
<td>424 K St NW #401, Washington, DC 20005</td>
<td>Phone: (202) 842-1212</td>
</tr>
<tr>
<td>National Association of Minority Contractors (NAMC)</td>
<td>910 17th Street, NW, Suite 413</td>
<td>Washington, DC 20006</td>
</tr>
<tr>
<td>National Association of Women’s Business Owners (NAWBO)</td>
<td>601 Pennsylvania Ave NW South Building, Ste 900</td>
<td>Washington, DC 20004</td>
</tr>
<tr>
<td>National Minority Supplier Development Council, Inc. (NMSDC)</td>
<td>1359 Broadway, 10th Floor, Suite 1000</td>
<td>New York, NY 10018</td>
</tr>
<tr>
<td>Native American Development Corporation (NADC)</td>
<td>17 N. 26th St.</td>
<td>Billings, MT 59101</td>
</tr>
<tr>
<td>City of Tulsa - Human Rights Department</td>
<td>175 E. 2nd St. Tulsa, OK 74103</td>
<td>Phone: (918) 596-7818</td>
</tr>
<tr>
<td>Southwest Minority Supplier Development Council</td>
<td>7301 Broadway Ext Ste 224, OKC, OK 73116</td>
<td>Phone: (405) 767-9900</td>
</tr>
<tr>
<td>Organization</td>
<td>Address/Contact Information</td>
<td>Website/Link</td>
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<td>--------------------------------------------------</td>
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</tr>
</tbody>
</table>
| **National Association of Women in Construction (NAWIC)** | 327 S. Adams Street  
Fort Worth, TX 76104  
Phone: 800-552-3506  
817.877.5551  
Fax: 817.877.0324 | [http://www.nawic.org/](http://www.nawic.org/) |
| **Oklahoma Department of Central Services**       | OMES Central Purchasing  
5005 N. Lincoln Blvd., Suite 300  
OKC, OK 73105  
Phone: 405-522-0955 | [https://ok.gov/DCS/Central_Purchasing/index.html](https://ok.gov/DCS/Central_Purchasing/index.html) |
| **Bureau of Indian Affairs**                      | P.O. Box 368  
(1 Mile North on Hwy 281)  
Anadarko, OK 73005  
Phone: (405) 247-6673  
Fax: (405) 247-5611 | [https://www.bia.gov/ied/development/native-american-business-development](https://www.bia.gov/ied/development/native-american-business-development) |
| **Oklahoma Department of Commerce**                | 900 N Stiles Ave.  
Oklahoma City, OK 73104  
Phone: (405) 815-6552  
Toll-Free: (800) 879-6552 | [https://okcommerce.gov/business/certification](https://okcommerce.gov/business/certification) |
| **Cherokee Nation Tribal Employment Rights Office**| Cherokee Nation TERO Dept.  
P.O. Box 948  
Tahlequah, OK 74465  
Phone: (918) 453-5334 or Toll Free: 800-256-0671 ext 5334 | [http://cherokeetero.com/](http://cherokeetero.com/) |