

# ADOT Business Engagement and Compliance

## *DBE Contract Goal Setting Application User Manual*

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## **Glossary**

ADOT – Arizona Department of Transportation

BECO – Business Engagement and Compliance

CARF – Computer Access Request Form

Goal Request – The entire request submitted by the Goal Requestor comprised of the Goal Worksheet and the Work Category Page

Goal Requestor – The person submitting the Goal Request

Goal Worksheet – The page where the project information about the Goal Request is provided

LPA – Local Public Agency

Work Category Page – The page where the project work category information for the Goal Request is provided

# BECO Goal Setting Application

## Goal Request Workflow

07/2020

NOTE: Only Goal Requests that are FHWA funded need to be submitted by requester

ADOT goal requester navigates to the internal goal setting website and is authenticated automatically using windows credentials

username and password

System Generated Email Sent

- Start/End
- Goal Requestor Step
- BECO Step
- System Step
- Status Change

Once saved, the

Goal Request shows upon dashboard and is in the "Draft" status

If the Goal Request remains in draft or "In-Process" status for 120 calendar days, it will auto-delete [with two warning emails to the requester prior to doing so].

Requestor selects project number from project list and starts a draft goal worksheet.

This draft can be returned to and picked up by any goal requester from the same agency or group and submitted at any time. The individual that created the original request will remain the requester.

Goal Request submitted by requester

Goal Request changes to "Submitted" status

Once submitted, another Goal Request for the same project number cannot be submitted if there is a goal associated with it in the assessment stage. The project number can be reused/resubmitted only if the goal status is "rejected" or "expired"

BECO has 10 days to respond to any submitted goals

Goal Request changes to "Returned" status

Goal Request returned



Email goes to the Requester copying BECO indicating the reason for return.

BECO reviews Goal Request prior to assessment to check for errors

BECO assesses Goal



Email to Requester copying BECO indicating goal and expiration date 30 days and 7 days prior to expiration date a reminder email is sent to the Requester

Goal Request changes to "Expired" status

Project is not advertised prior to the goal expiration date

Requestor returns to goal setting application and submits new Goal Request for expired project number

Requestor enters original Goal Request and selects "Copy Info Into New Goal"

Goal expires after 120 calendar days

Project is advertised prior to the goal expiration date

Email to requester is sent indicating that the goal has expired

This Goal Request changes to "Resubmitted" status

Goal Requester resubmits the returned Goal Request

System allows for the return process to occur as many times as necessary.

The ability to resubmit is only available for Goal Requests that are returned.

# Creating and Accessing Your Account

## ADOT Goal Requestors

As an ADOT Goal Requestor, if you already have access to the system, you will navigate to the [internal Goal Setting Application](#) page and will be authenticated (i.e., logged in) automatically.

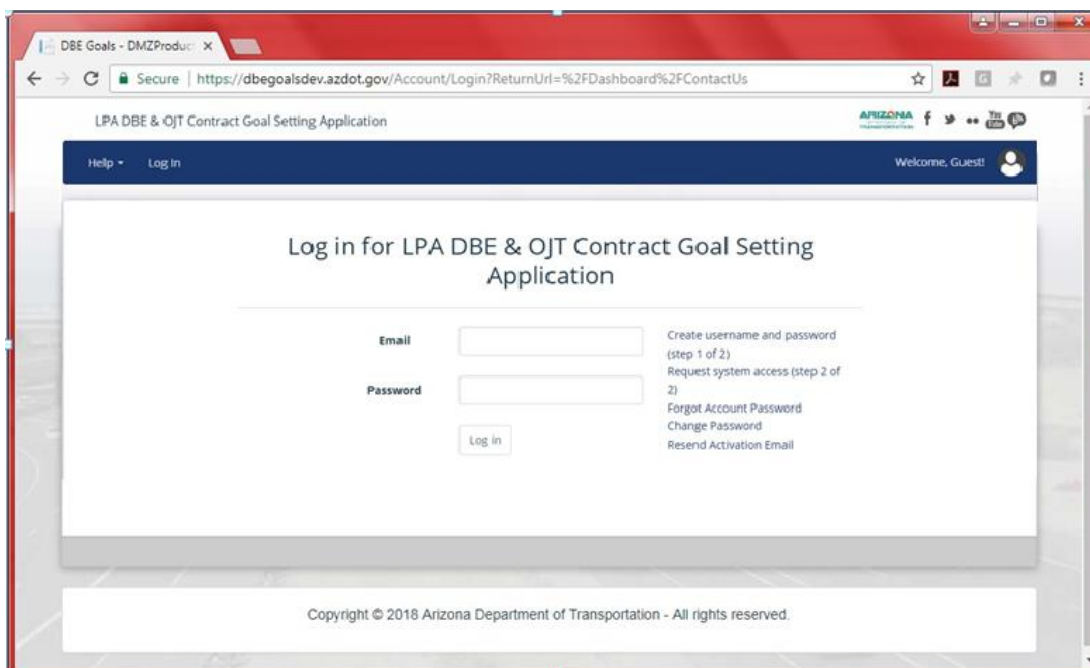
If you do not have access to the Goal Setting application yet, you should submit a ticket to the service desk by either calling (602) 712-7249 or using the self-service, [service desk portal](#) and ask for access to the BECO Goal Setting Application with a “User” role. A [CARF](#) is required. You should allow for up to five (5) business days to receive access after you submit a CARF, depending on whether the CARF is submitted and approved by the appropriate supervisor in a timely manner.

## Local Public Agency Goal Requestors

As an LPA Goal Requestor, if you already have access to the system, you will navigate to the [external Goal Setting Application](#) page and use the credentials you created to log in.

If you do not have an account, you will navigate to the [external Goal Setting Application](#) page, click on the “[Register As New User](#)” link, fill out the form, and follow the step-by-step instructions. You must activate your account via email as soon as you create your login and password. If you do not activate your account within 48 hours using the email sent to you during the registration process, you will need to request a new Activation Email. This step completes the account creation process. See [Resend Activation Email](#) for further instructions if you did not activate your account within 48 hours.

Once you establish your log in credentials, you will need to complete and submit the [LPA DBE Goal Access Request Form](#) to obtain the appropriate access within the DBE & OJT Contract Setting Application.. You should allow for up to five (5) business days to receive access after you contact us, if the appropriate information is provided in the original request.



## Trouble Shooting Error Messages

If you requested access and received an email stating you have access but every time you try to log in you get an error message try manually typing in your user name and password.

Using autofill and other prompted fill in responses sometimes contain extra spaces that cannot be seen. You can also try changing your password by following the instructions below.

## Change Your Password

To change your password, navigate to the [external Goal Setting Application](#) page and click “Change Password” and follow the on screen instructions.

## Forgot Your Password

If you forgot your password, navigate to the [external Goal Setting Application](#) page and click “Forgot Account Password” and follow the on screen instructions.

## Resend Activation Email

If you did not click on the link in your registration validation email within 48 hours of creating your credentials, navigate to the [external Goal Setting Application](#) page, click “Resend Activation Email” and follow the on screen instructions.

## Navigate the Main Menu



The Main Menu is located at the top of the page, regardless of which page you are on in the application. The Main Menu consists of the:

- “Home” button which takes you to your Dashboard which consists of all goals initiated by you and anyone in the agency or group that you are a part of.
- “Print Blank Goal” dropdown menu which gives you the option to download a blank goal for the three types of Goal Worksheets.
- “Create A New Goal” dropdown menu which gives you the option to start any of the three types of Goal Worksheets.
- “Help” dropdown menu which includes the User Manual and a Contact Us section for BECO.
- “Log Out” button that is applicable to LPA’s using the external application only. This button will log you out of the application.

## Navigate the Dashboard

Your dashboard consists of a list of all Goal Requests initiated by you and all other goal requestors within your same agency or group. Goal Requests can be searched for by Project Number or by Requestor. Because you share your dashboard with all of the other requestors within your same agency or group, Goal Requests can be picked up by any goal requestor in your agency or group and can be updated or submitted by them at any time.

To run a search, select the Project Number and/or the Requestor Name and click “Search”

Project No. H804801E Requestor Search

Search

Viewing 1-1 of 1

Submit Date	Project Number	Project Description	Contract Estimate	Final Goal Assessed	Status
4/2/2018	H804801E	MP 80 - MP 105.3	\$123,456	11.58%	Expired

You can display up to 100 goals per page by selecting the desired number of goals in the dropdown menu at the bottom right hand corner of the page; the default is 25 goals per page.

10  
25  
50  
100

<< < 1 > >> ☰

<< < 1 > >> 25 ▲

To review a Goal Request, click on the Project Number of the Goal Request that you would like to review.

Submit Date	Approval Date	Expiration Date	Project Number	Project Description	Final Goal Assessed	Status
3/2/2018			F001401	SAN SIMON POE	10.95%	Submitted
3/2/2018			F012901D	System Preservation (Engineering)	15.02%	Submitted
3/2/2018			H316703C	BULLHEAD DRNG INSP C/O #8	20.96%	Submitted

## Dashboard Columns

Project No. H804801E Requestor Search

Search

Viewing 1-1 of 1

Submit Date	Project Number	Project Description	Contract Estimate	Final Goal Assessed	Status
4/2/2018	H804801E	MP 80 - MP 105.3	\$123,456	11.58%	Expired

- “Submit Date” is the date the Goal Request was submitted to BECO for assessment. If the Goal Request is not submitted yet, this column will be blank.
- “Project Number” is the ADOT project number and a hyperlink that you need to click to access the Goal Request associated to that particular project.
- “Project Description” is the description of the project or main project header.



Descending:

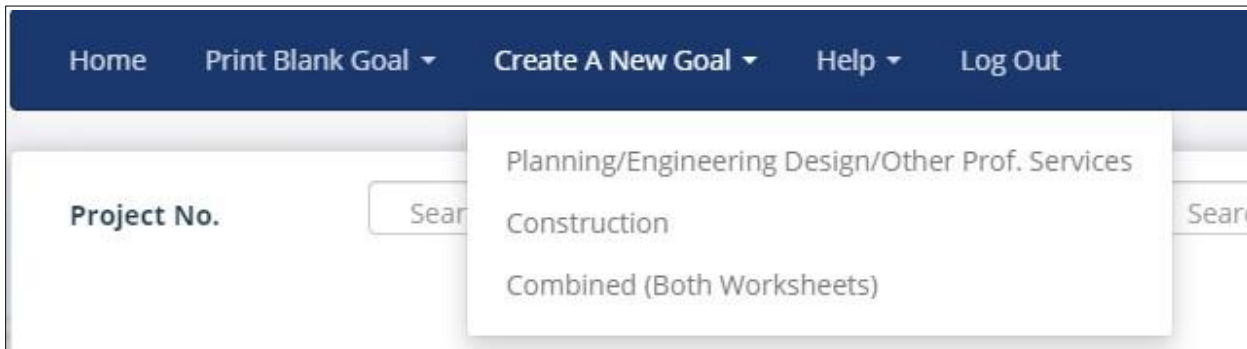
Viewing 1-25 of 532

Submit Date		Expira
6/25/2020		
6/25/2020	6/25/2020	6/25/20
6/25/2020	6/25/2020	6/25/20
6/25/2020	6/25/2020	6/25/20
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/24/2020	6/24/2020	10/22/
6/23/2020		
6/23/2020	6/23/2020	10/21/
6/23/2020	6/23/2020	10/21/
6/23/2020	6/23/2020	10/21/

## Create a Goal Request

**Note:** Only FHWA funded contracts need to be submitted through the goal setting application.

### Goal Worksheet



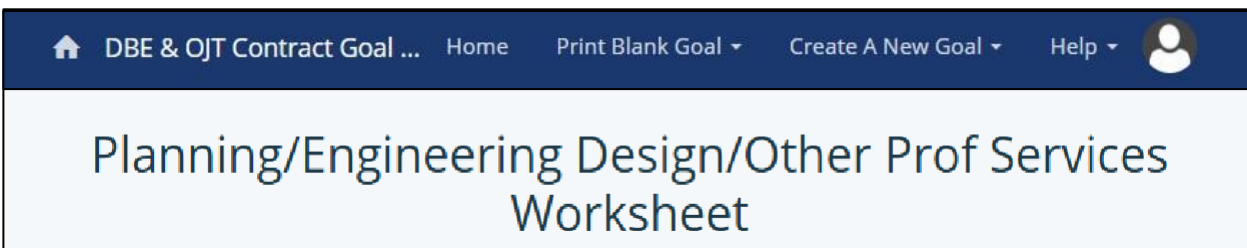
From any screen, click on the “Create A New Goal” dropdown on the Main Menu at the top of the page and select the type of Goal Worksheet that you would like to start.

### Goal Worksheet Types

Choose your goal worksheet carefully. If you submit a Goal Request on the incorrect worksheet you cannot copy the information to another worksheet type. If you are unsure, contact BECO. BECO’s contact information is provided in the Main Menu under the “Help” dropdown.

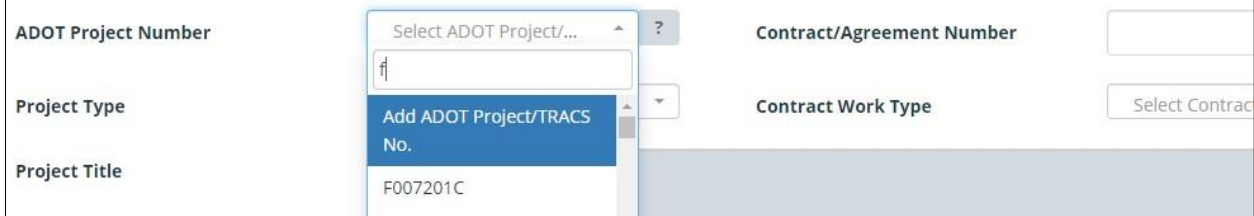
- “Construction” is the worksheet for construction projects
- “Planning/Engineering Design/Other Professional Services” is the worksheet for Engineering Design, Planning, or Professional Services projects
- “Combined (Both Worksheets)” is the worksheet for projects that have both construction and design components.
  - If you feel you need to submit a “Combined” worksheet, contact BECO prior to submitting your request. BECO’s contact information is provided in the Main Menu under the “Help” dropdown.

Once you select your worksheet type, the proper Goal Request will generate. The worksheet header will indicate the type of worksheet that you chose at the top of the page.



Select the ADOT Project Number that you would like to submit for a Goal Request for by either scrolling through the ADOT Project Number dropdown menu or by typing within the ADOT Project Number field as shown below. If your project number is not listed, see the [Request to Add a Project Number](#) section of this document.

## Planning/Engineering Design/Other Prof Services Worksheet



ADOT Project Number

Project Type

Project Title

Contract/Agreement Number

Contract Work Type

Select ADOT Project/Tracs No.

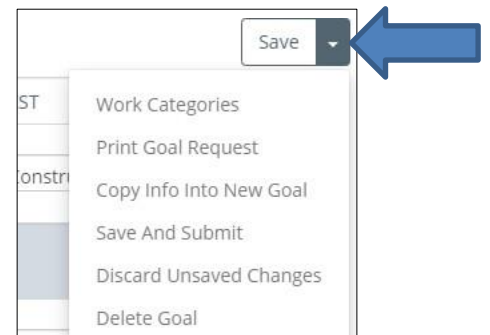
Add ADOT Project/TRACS No.

F007201C

Once you have selected your project number, complete Contract/Agreement Number, Project Type, Contract Work Type and Project Title. Once you have completed those sections, save the Goal Worksheet. Saving will open the rest of the Goal Worksheet and create a Draft that will show up on your dashboard.

Once your Goal Worksheet is saved and the rest of the worksheet is opened, the Save button will show an additional dropdown menu which will provide various other options, such as

- “Work Categories”, the second component to your Goal Request. It includes a page of work categories based on the type of Goal Worksheet selected. This page is where you break down the components of your project based on work categories and assign dollar estimates for each one.
- “Print Goal Request” which will allow you to download and save or print your Goal Request.
- “Copy Info Into New Goal” copies your Goal Request information into a new Goal Request.
- “Save and Submit” saves your Goal Worksheet and Work Category page and submits it to BECO.
- “Discard Unsaved Changes” erases any unsaved changes that occurred since the last time you saved.
- “Delete Goal” deletes the entire Goal Request permanently.



**NOTE:** You can complete the entire Goal Request in one sitting, or you can save and return to it later. You can also print draft Goal Requests at any time during this process. See Print Goal Worksheet for more information. Your drafts can also be returned to and picked up by any other Goal Requestor in your agency or group and can be submitted by them at any time. The individual that created the original request will remain the requestor unless the person submitting the goal replaces their name with the original requestor’s name. Additionally, if you’re Goal Request remains in “draft” status for 120 calendar days, the system will auto-delete it with two warning emails to you prior to doing so. Keep in mind, the timer to auto-delete will reset every time the draft goal is saved.

To continue the Goal Worksheet, complete the Federal Aid Number, Project County, Total Contract Estimate, Federal Funding %, and all other information. All sections are required and must be provided to submit the Goal Request, with the exception of the secondary contact information. **LPA CA Agency Goal Requestors, however, are required to list the DBE Compliance Officer as the secondary contact. If that information is not listed, the goal will be returned by BECO.**

- The secondary contact section is provided as a convenience to allow you to copy someone else on the system generated communications for your Goal Request. The secondary contact will only be copied on system generated communications for that specific project Goal Request and not for all of your submitted Goal Requests.

**ADOT** DBE & QJT Contract Goal Setting Application Home Print Blank Goal Create A New Goal Help

## Planning/Engineering Design/Other Prof Services Worksheet

Save

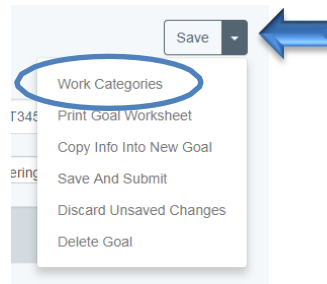
ADOT Project Number	2019-043	?	Contract/Agreement Number	
Project Type	Select Project Type		Contract Work Type	Select Contract ...
Project Title	Full Service Construction Admin.			
Federal Aid Number			Federal Funding Type	FHWA
Total Contract Estimate	0		Project County	Select Project C...
Funding Source	Federal		Federal Funding %	0.00
Estimated Bid/Advertisement Date	06/24/2020		Estimated Award/Selection Date	06/24/2020
Goal Requestor Name	Marissa Eskridge		Email address	meskridge@azdot.gov
Phone Number				
Secondary Contact Name	(Optional)		Secondary Contact Email Address	(Optional)
Secondary Contact Phone Number	(Optional)			
LPA/Subrecipient Name	City of Chandler		Procuring Department	LPA/Subrecipients
Scope Of Work Description	Additional notes about the project (optional) and project scope (mandatory).			

- If you do not list yourself as the Primary Contact for the goal, you will receive a message stating “You are not listed as the primary requestor on this goal, continue?”(see below), click “ok” then save and submit.



## Work Categories

Once the Goal Worksheet has been completed, go to the Work Categories page by clicking on the dropdown next to the save button within the Goal Worksheet.



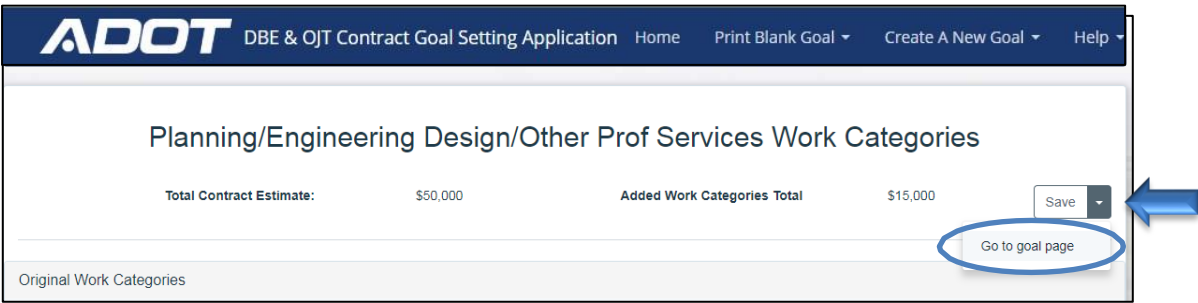
On the Work Categories Page, the dollar amount estimates for each work category on the project must be listed. As you fill out the page, keep in mind that the sum of the dollar amounts for all of the listed work categories should equal the Total Contract Estimate provided on the Goal Worksheet. The calculator at the top of the Work Category Page will assist you by showing the Total Contract Estimate from the Goal Worksheet and total all of the work category dollar amounts as you add them to the page.



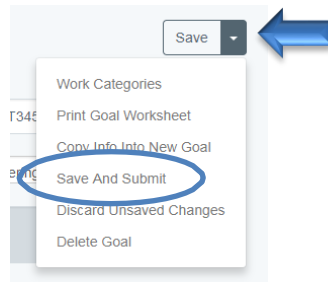
There are three work category sections:

- Original Work Categories
- Additional Work Categories
- New Work Categories
  - New Work Categories are limited to four categories and cannot represent more than 10% of the Total Contract Estimate. This is because the work category list is comprehensive and you should be able to find an existing category to use. If you feel the need to use a New Work category contact the BECO office for assistance. BECO's contact information is provided in the Main Menu under the "Help" dropdown.

Once you complete the Work Categories, save and return to the Goal Worksheet by using the dropdown next to the Save button and clicking "Go to goal page".



Now that the required information is complete on both the Goal Worksheet and the Work Category Page, and the dollar amount of the Work Categories equals the Total Contract Estimate, your Goal Request can be submitted. To submit your Goal Request, click on “Save and Submit” within the dropdown menu next to the Save button on the Goal Worksheet page.

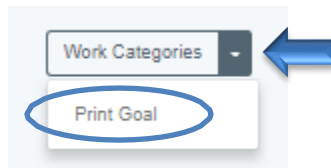


Once submitted, the Goal Request will change from “draft” status to “submitted” status and you and the secondary contact, if one is provided, will receive an email confirming that you have successfully submitted your Goal Request. An email will also be sent to the BECO office indicating that your Goal Request was successfully submitted and is ready for review.

**NOTE:** Once a Goal Request is submitted, another Goal Request with the same project number cannot be submitted again if a Goal Request is associated with it in the “submitted” status. A second Goal Request for the same project number can only be submitted if the original Goal Request for that project number is either in “returned” or “expired” status.

### Print a Submitted Goal Request

After you submit your Goal Request, you may re-enter it at any time from your dashboard. The Goal Worksheet and Work Categories page will be “Read-Only”. You do, however, have the option to print and/or save your goal request for your records.



## Print an In-Process Goal Request

### Combined Worksheet

x	?	<b>Contract/Agreement Number</b>	TEST	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Work Categories</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Print Goal Request </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Copy Info Into New Goal</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Save And Submit</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Discard Unsaved Changes</div> <div style="border: 1px solid gray; padding: 5px;">Delete Goal</div>
		<b>Contract Work Type</b>	Const...	
		<b>Federal Funding Type</b>	FHWA	
		<b>Project County</b>	Apache	

Printing your goal request is a copy of the goal with the information that was submitted for your project. The Goal Request must be submitted, approved or in draft status. Once the request has been printed, a PDF form will download and appear at the bottom of the screen for your records.

<b>Arizona Department of Transportation</b> Business Engagement & Compliance Office DBE Contract Goal Setting - Combined	
<b>Project Information Summary:</b>	
ADOT Project/TRACS Number	Test
Contract/Agreement Number	Test
Project Type	Const- Pavement Markings
Contract Work Type	Procurement - Materials and Installation
Project Title/Description	Software, Renewable Maintenance and Licensing for WizHive
Federal Aid Number	12345
Federal Funding Type	FHWA
Total Contract Estimate	\$3,000,000
Project County	Graham
Funding Source	Federal
Primary Federal Funding %	93.70
Est. Bid/Advertisement Date	5/22/2025
Est. Award/Selection Date	7/1/2025
Goal Requestor Name	Name
Email Address	
Phone Number	602-000-000
2nd Contact Name	
2nd Contact Email Address	
2nd Contact Phone Number	
Procuring Department	City of Phoenix
Project Within Tribal Lands?	No
Estimated Working Days	
OJT Exemption Requested?	
Scope Of Work Description	Description

## Goal Request Approved

After your goal request is submitted, BECO has ten (10) business days to review your Goal Request, if all the appropriate information is provided. When your Goal Request is approved by BECO, you will receive an email indicating the goal assessed and the expiration date, in addition to other helpful information. You will receive two more emails as the expiration date comes closer, as a reminder of the upcoming expiration date. You will also receive a final email once the goal has expired.

## Resubmit a Returned Goal Request

When a Goal Request is returned, you will receive an email with the returned reason. Once you receive the notification email that your Goal Request was returned, you can re-enter the system and find the previously submitted Goal Request. Your Goal Request will be in the in “Returned” status on your dashboard. Enter the Goal Request, make any required changes and then save and resubmit it. Once you resubmit the returned Goal Request, the status will change to “resubmitted”.

**NOTE:** The resubmit option is only available on Goal Requests that are returned by BECO staff. The system will allow for the rejection process to occur as many times as necessary.

## Resubmit an Expired Goal Request

A submitted approved goal expires 120 calendar days after submission, with the status reading “expired”. If the goal expires and the project is not advertised prior to the goal expiration date, you can re-enter the system and submit a second goal request. To do this, find the original Goal Request and copy it into a new Goal Request by using the [Copy Info Into New Goal](#) feature.

## Copy a Previously Submitted Goal Into a New Goal

To copy a previously submitted Goal Request into a new goal, return to the Goal Request that you would like to copy from and select “Copy Info Into New Goal” from the dropdown on the top right corner next to Work Categories. Make sure your previous goal has been Returned or Expired.

ADOT DBE & OJT Contract Goal Setting Application Home Print Blank Goal Create A New Goal Help

### Planning/Engineering Design/Other Prof Services Worksheet

ADOT Project Number	2018-006	Contract/Agreement Number	SRTJUERT
Project Type	CONST-Roadway Widenin...	Contract Work Type	Engineerit
Project Title	Project Development On-Call		

Work Categories

- Print Goal Worksheet
- Copy Info Into New Goal**
- Delete Goal

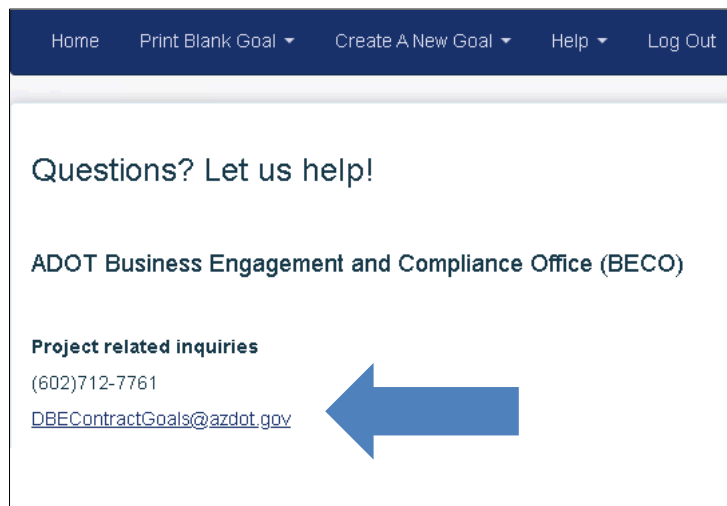
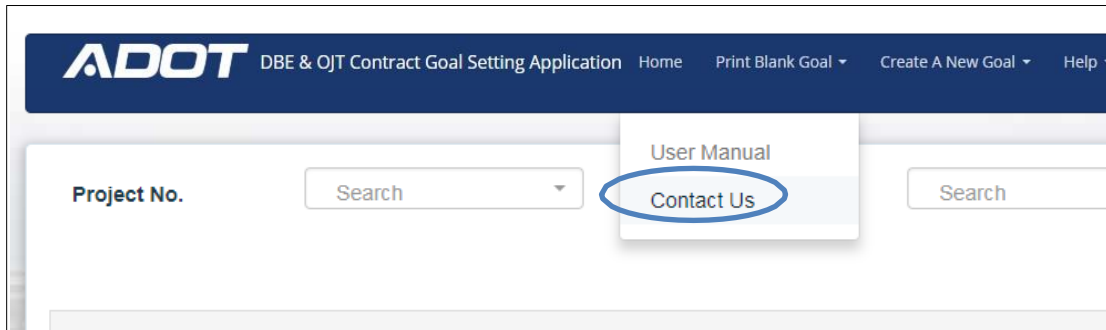
(cont.)

If your previous goal isn't Returned or Expired you will receive the following message and will not be able to save and submit your goal.

This project number FO C already has an active goal request. This means that another goal exists for this project number and it has a status of Draft, Submitted, Re-Submitted, or Approved. New goals for the same project number can be resubmitted only if previous requests for that project number are Returned or Expired. Please select a different project number, delete any duplicate draft goal requests on your dashboard, or request that BECO expire the old goal that you're trying to resubmit.

## Request to Expire a Goal

To request to expire a goal prior to the expiration date, call or email the BECO office and provide the project number. Click on "Help" on the Main Menu and select "Contact Us" and BECO's Contact information will display. The "Questions? Let us help!" screen will display and there will be a link provided under "Project related inquiries" that can be clicked on ([DBEContractGoals@azdot.gov](mailto:DBEContractGoals@azdot.gov) – 2<sup>nd</sup> screenshot below) and a new email message will generate to assist you with sending your request.



dbcontractgoals@azdot.gov

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Subject

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**DBE Contract Goal Setting Team  
BUSINESS ENGAGEMENT AND  
COMPLIANCE (BECO)**

1801 W. Jefferson St., Suite 101  
Phoenix, AZ 85007  
602.712.7761 | [azdot.gov](http://azdot.gov)

We'd love to hear your [feedback!](#)

## Request to Add a New Project Number

If the Project Number that you would like to submit a Goal Request for is not found in the project list and a draft for the Project has not been started, you should request to have the Project Number added by beginning to type in the project number section and selecting "Add ADOT Project/TRACS No." from the dropdown menu.

**ADOT Project Number**

**Project Type**

Select ADOT Project/TRAC... ▲

Test 1234

Add ADOT Project/TRACS No.

When you see the Project Request window, provide the project number and description and click "Submit".

**Project Number Request** ✕

Before submitting a project number request, work with your ADOT project manager or ADOT program manager to ensure that the ADOT Project /TRACS number is not already listed.

Any project number requests will be evaluated and confirmed by the ADOT project manager or program manager before being added to this list. The completion of your request may take up to three business days to allow for the required auditing process.

**Project Number:**

**Description:**

Submit Cancel

END