

User Process Guide:
CA DIR Local Contractor Debarment List and Form

Version 1.0

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Note: Contractor information shown in screenshots is fake data that does not belong to a real individuals.

Section 1: Portal Navigation

The CA DIR Public Works Portal is the public-facing website where awarding agencies interact with the Local Contractor Debarment system. The address is <https://services.dir.ca.gov/pw>

Users can navigate to the Local Contractor Debarment List and related form by selecting **Search > Local Debarments** from the portal's header menu.

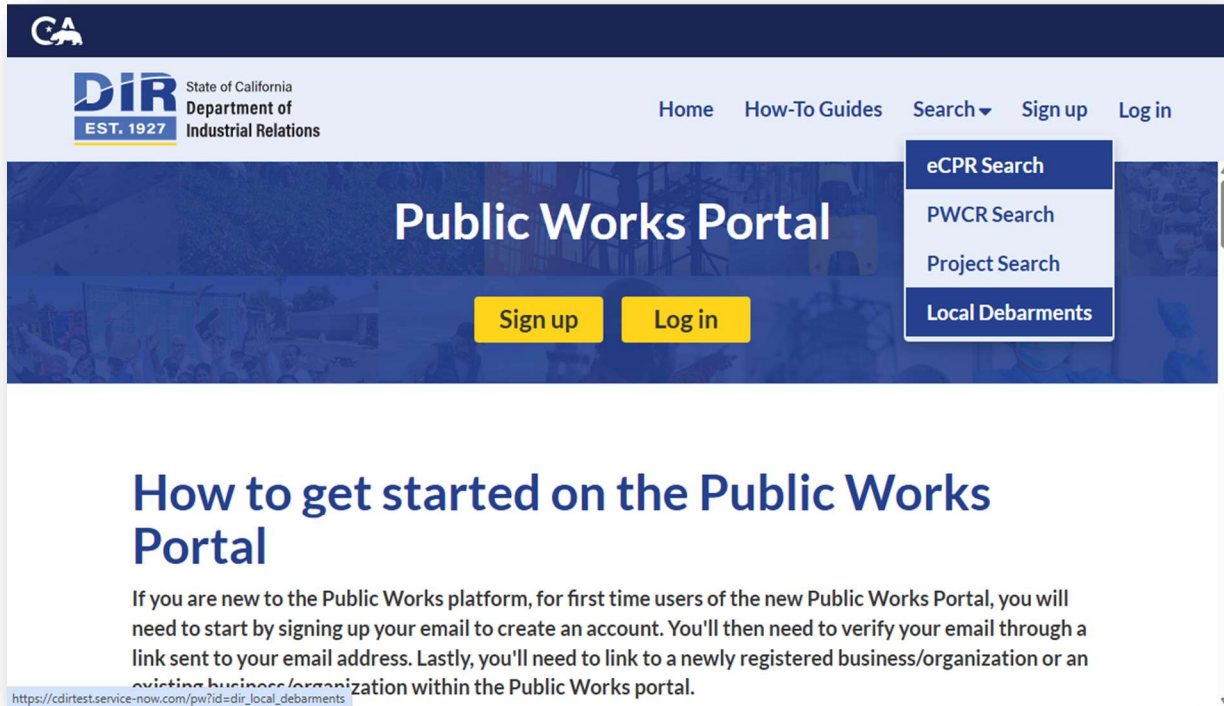


Figure 1: Portal header showing Search > Local Debarments navigation path

Section 2: Local Contractor Debarment List

Overview

The Local Contractor Debarment List is a publicly accessible page on the Public Works Portal that displays contractors who have been locally debarred by an awarding agency. The list is available to any portal visitor, regardless of whether they are logged in. Awarding agencies who are logged in have additional capabilities, including the ability to submit new debarment records and download the full list.

Please note that this list is wholly separate and distinct from the DLSE Debarments list.

Navigating to the List

The debarment list can be accessed by selecting **Search > Local Debarments** from the portal header.

Local debarments

i This is a list of local contractor debarments for specific jurisdictions as reported by agencies in those jurisdictions. This is wholly separate and distinct from the DLSE Debarments list which can be found [here](#). If information on these debarment records is incorrect, contact the awarding agency listed on the record. If you believe any of the information is incorrect, you must contact the reporting awarding authority directly as DIR is unable to edit or otherwise make any changes.

Click on the Name of Contractor to view the full details of the debarment record.

T Remove all filters

Search by name, awarding body, etc.

All > Keywords = ABC

First Previous **1** 2 Next Last Viewing 1-20 out of 33

[Submit a local debarment to this list](#) →

Select all debarments

0 Debarments Selected [Download selected rows -](#)

<input type="checkbox"/>	Name of Contractor (legal entity name) ▲	CSLB Number	Doing Business As (DBA)	Jurisdiction Where Debarment Applies	Effective Start Date	Effective End Date	Awarding Agency	Awarding Agency Email Address	Awarding Agency Phone Number
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>	ABC Construction LLC	454345	Always Better Construction	San Diego	01/01/2026	04/02/2027	State Department of Housing & Community Development	test@test.com	(515) 555-5555
<input type="checkbox"/>									
<input type="checkbox"/>									

Figure 2: Portal list view showing the Local Contractor Debarment List page

Disclaimer Notices

Disclaimer notices appear at both the top and bottom of the list page. These notices are visible to all users regardless of login status and provide important context about the nature and limitations of the list.

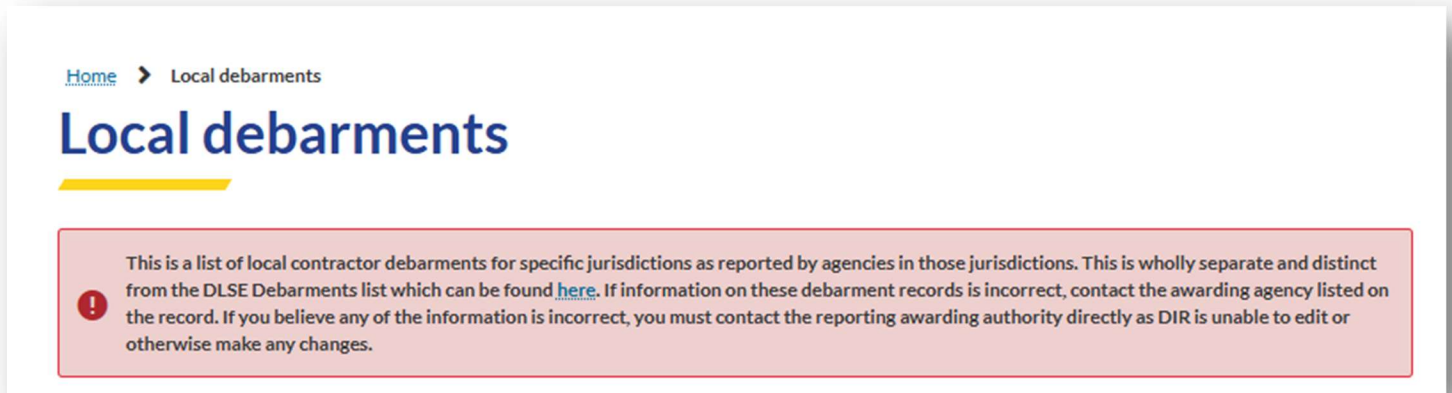


Figure 3: Disclaimer notice at top of the list

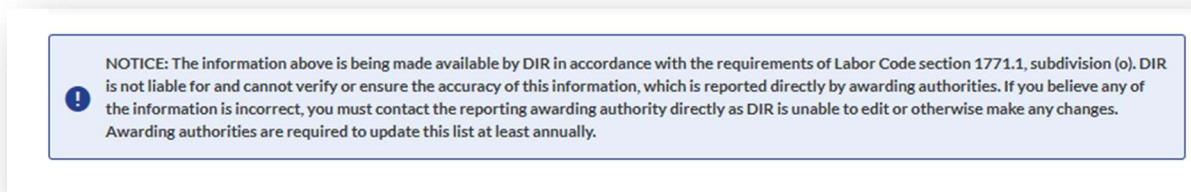


Figure 4: Disclaimer notice at bottom of the list

Searching and Filtering the List

The list includes search and filter functionality to help users locate specific contractors. Entering text in the search bar will filter the list to show matching results. Additional filter controls allow users to narrow results by specific criteria. The list supports pagination, allowing users to navigate through large sets of results.

Clicking on a contractor's name in the list will open the individual debarment record for that entry.

The screenshot shows the 'Local debarments' page. At the top, there is a breadcrumb 'Home > Local debarments' and a main heading 'Local debarments'. Below the heading is a red-bordered informational box with a warning icon and text: 'This is a list of local contractor debarments for specific jurisdictions as reported by agencies in those jurisdictions. This is wholly separate and distinct from the DLSE Debarments list which can be found [here](#). If information on these debarment records is incorrect, contact the awarding agency listed on the record. If you believe any of the information is incorrect, you must contact the reporting awarding authority directly as DIR is unable to edit or otherwise make any changes.' Below this is a light blue instruction bar: 'Click on the Name of Contractor to view the full details of the debarment record.' The main content area features a 'Select All' button (a blue square with a white 'T') and a search bar with the placeholder text 'Search by name, awarding body, etc.' and a magnifying glass icon. Below these are two date pickers for 'Effective start date' and 'Effective end date', both with 'mm/dd/yyyy' placeholders and calendar icons. A row of six input fields follows, labeled 'CSLB Number', 'Name of contractor', 'Doing Business As', 'Jurisdiction', 'Awarding agency', and 'Email address'. A large blue 'Search' button is positioned below the input fields. At the bottom, a pagination bar shows 'First', 'Previous', '1', '2', '3', '4', '5', '6', '7', 'Next', 'Last', and 'Showing 1-20 out of 6121'.

Figure 5: List view with search bar and filter controls highlighted

Selecting and Downloading Records

Users can select individual records using the checkboxes next to each entry, or use the **Select All** button to select all records on the current view. The number of currently selected records is displayed to the user.

The **Download Selected Rows** button is disabled until at least one record is selected. Once records are selected, clicking this button will download the selected entries as a PDF file. Public users (users who have not logged in) will need to verify they are human by selecting the captcha before continuing.

Note: Logged-in awarding agency users have access to an expanded download option that allows the full list to be downloaded as either a PDF or an Excel file.

The screenshot shows a web interface for 'Local debarments'. At the top, there is a breadcrumb 'Home > Local debarments' and a large heading 'Local debarments'. Below this is a red-bordered informational box with a warning icon and text explaining that the list is separate from the DLSE Debarments list and that users should contact the awarding agency if information is incorrect. Below the box is a light blue instruction bar: 'Click on the Name of Contractor to view the full details of the debarment record.' A search bar is located on the right with the placeholder text 'Search by name, awarding body, etc.' and a magnifying glass icon. Below the search bar is a pagination control with buttons for 'First', 'Previous', '1', '2', '3', '4', '5', '6', '7', 'Next', and 'Last'. The current page is '2', and it shows 'Viewing 21-40 out of 123'. To the right of the pagination is a link: 'Submit a local debarment to this list →'. Below the pagination is a selection control: 'Select all debarments' with a checkbox. To the right of this is a summary: '1 Debarment Selected' and two buttons: 'Download selected rows -' and 'Clear selection'. Below these elements is a table with the following columns: 'Name of Contractor (legal entity name) ▲', 'CSLB Number', 'Doing Business As (DBA)', 'Jurisdiction Where Debarment Applies', 'Effective Start Date', 'Effective End Date', 'Awarding Agency', 'Awarding Agency Email Address', and 'Awarding Agency Phone Number'. The first row of the table is highlighted with a red box around the selection checkbox and contains the following data: 'ABC Construction LLC', '464346', 'Always Better Construction', 'San Diego', '01/01/2026', '04/02/2027', 'State Department of Housing & Community Development', 'test@test.com', and '(515) 555-5555'. Below the table, there is a blurred area representing the rest of the list.

Figure 6: List view with selection checkboxes and Download Selected Rows button highlighted

Submitting a New Debarment

When logged in as a member of an awarding agency, an option to **Submit a Local Debarment** will be visible on the list page. Clicking this link navigates to the Local Contractor Debarment Form.

Note: This option is not visible to users who have not logged in or who are not part of an awarding agency.

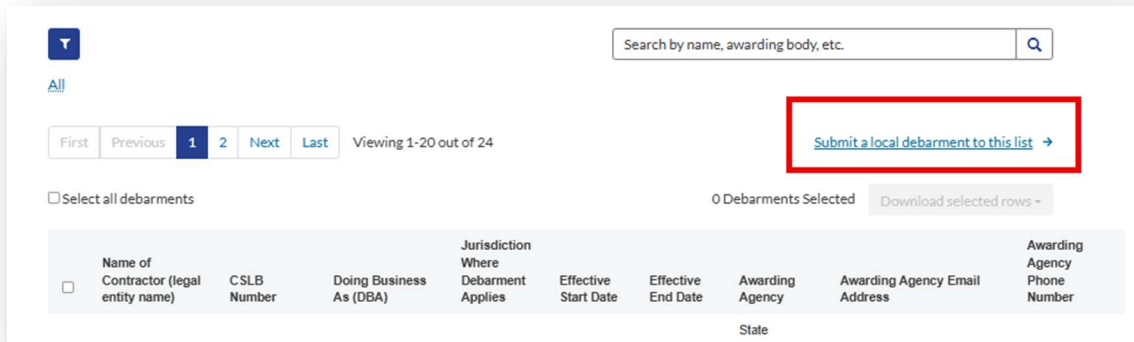


Figure 7: List view showing Submit a Local Debarment link visible when logged in

Managing Your Organization's Submissions

Awarding agency users who are logged in can view and manage debarment records that were submitted by their organization. To locate these records, navigate to the **Local Contractor Debarment List** and look for entries associated with your awarding agency.

Opening a record submitted by your organization will allow you to edit key fields directly on the record. After making changes, save the record and return to the list to confirm your updates are reflected.

Note: If you are the original submitter, you also can reassign the contact on the record to another member of your awarding agency.

! This record displays details of a local contractor debarment for a specific jurisdiction as reported by an agency in that jurisdiction. This is wholly separate and distinct from the DLSE Debarments list which can be found [here](#). If information on this debarment record is incorrect, contact the awarding agency listed below.

ABC Construction LLC

Contractor information

<p>* Name of Contractor (legal entity name) <input type="text" value="ABC Construction LLC"/></p> <p>* CSLB Number <input type="text" value="454345"/></p> <p>Doing Business As (DBA) name <input type="text" value="Always Better Construction"/></p> <p>* Jurisdiction Where Debarment Applies <input type="text" value="San Diego"/></p>	<p>Is this debarment permanent? <input type="text" value="No"/></p> <p>* Effective Start Date <input type="text" value="2026-01-01"/></p> <p>* Effective End Date <input type="text" value="2027-04-02"/></p>
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Awarding agency information

<p>Awarding Agency <input type="text" value="State Department of Housing & Community Development"/></p> <p>* Email address <input type="text" value="test@test.com"/></p>	<p>* Awarding Agency Contact Person <input type="text" value=""/></p> <p>* Phone number <input type="text" value="515-555-5555"/></p>
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Figure 8: Record view showing editable fields for an awarding agency's own submission

Removing a Record from the List

To remove one of your organization's records from the public list, open the record and click the **Remove from List** button.

A warning prompt will appear asking you to confirm the action. Upon confirmation, a notification will indicate that the record has been deactivated and the **Remove from List** button will become disabled.

After refreshing the page, a message will indicate that the record is inactive. The record will no longer appear on the public-facing debarment list.

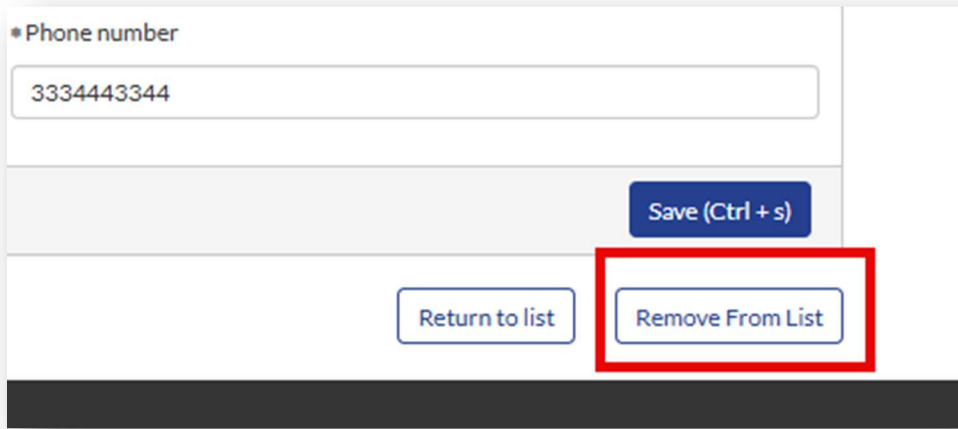


Figure 9: Remove from List button

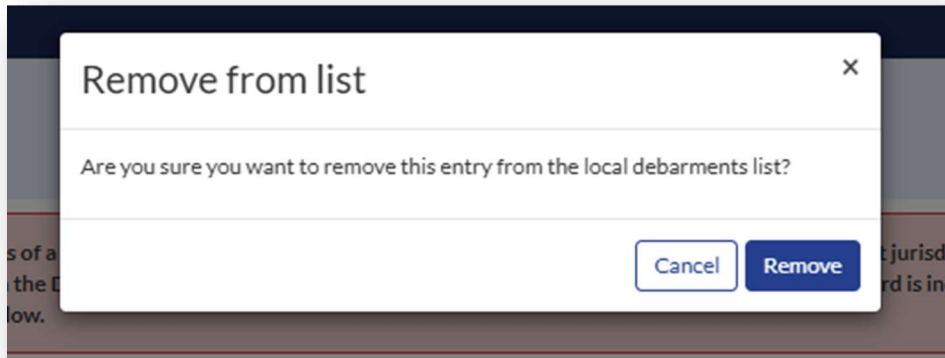


Figure 10: Confirmation warning dialog

Viewing Records from Other Organizations

If you open a debarment record that was submitted by a different awarding agency, all fields on the record will be read-only. No fields will be editable, and the **Remove from List** button will not be available. The only button visible is the **Return to list** button.

Note: Editing and removal permissions are strictly limited to the submitting organization.

ABC Construction LLC

Contractor information

* Name of Contractor (legal entity name): ABC Construction LLC

Is this debarment permanent?: No

* CSLB Number: 454345

* Effective Start Date: 2026-01-01

Doing Business As (DBA) name: Always Better Construction

* Effective End Date: 2027-04-02

* Jurisdiction Where Debarment Applies: San Diego

Awarding agency information

Awarding Agency: State Department of Housing & Community Development

* Phone number: 515-555-5555

* Email address: test@test.com

[Return to list](#)

Figure 11: Record view showing read-only fields on another agency's record

Section 3: Local Contractor Debarment Form

Overview

The Local Contractor Debarment Form allows awarding agencies to submit a report of a locally debarred contractor directly through the Public Works Portal. The form is available only to users who are logged in and who are recognized as members of an awarding agency. Users who are not logged in, or who are logged in but do not belong to an awarding agency, will not be able to access the form.

Accessing the Form

The form can be reached in two ways once you are logged in as an awarding agency contact:

1. From the Local Contractor Debarment List, click the **Submit a Local Debarment** link.
2. Navigate to the form directly via the **Service Catalog** (Services > Awarding Body Services > Report Local Contractor Debarment)

Contractor information

- CSLB number

Important:
 Labor Code section 1771.1(o) requires awarding agencies to include the CSLB license number on its list of locally debarred contractors. Check the box below to report a contractor without a CSLB number because they were not required to be licensed in accordance with the Business and Professions Code.

Contractor does not have a CSLB number

<ul style="list-style-type: none"> Name of Contractor (Legal Entity) <input type="text" value="ABC Construction LLC"/> 	<ul style="list-style-type: none"> Doing Business As (DBA) name <input type="text" value="Always Better Construction"/>
<ul style="list-style-type: none"> Is this debarment permanent? <input type="radio"/> Yes <input checked="" type="radio"/> No 	<ul style="list-style-type: none"> Jurisdiction where debarment applies <input type="text" value="San Diego"/>
<ul style="list-style-type: none"> Effective start date <input type="text" value="2026-01-01"/> 	<ul style="list-style-type: none"> Effective end date <input type="text" value="2027-04-02"/>

Awarding agency information

<ul style="list-style-type: none"> Awarding agency <input type="text" value="State Department of Housing & Community Development"/> 	<ul style="list-style-type: none"> Awarding agency contact person <input type="text" value=""/>
<ul style="list-style-type: none"> Email address <input type="text" value="test@test.com"/> 	<ul style="list-style-type: none"> Phone number <input type="text" value="515-555-5555"/>

Figure 12: Form successfully loaded and filled in by a logged-in awarding agency user

Notice and Attestation

A notice is displayed at the top of the form. This notice includes a link to the official CA DIR debarment list for reference. A disclaimer with an attestation checkbox is presented. The submitter must check this box to confirm the accuracy of the information before the form can be submitted.

Home > Report Local Contractor Debarment Search Catalog

Report Local Contractor Debarment

Report contractors who have been debarred in a specific jurisdiction.

Notice: Debarments reported using this form are for local debarments under AB-1121. This is distinct from the DLSE Debarments list which can be found [here](#).

Indicates required

Labor Code section 1771.1, subdivision (c) requires awarding authorities to submit a list of contractors that are ineligible to bid on or be awarded a public works contract, or to perform work as a subcontractor on a public works project, pursuant to local debarment or suspension processes, and to update such lists at least annually. These lists will display the name of the contractor, the Contractors State License Board license number of the contractor, the specific jurisdiction where the debarment or suspension applies, and the effective period of debarment or suspension of the contractor as exactly as reported by awarding authorities.

By submitting this information for publication in the electronic database, State Department of Housing & Community Development specifically acknowledges all of the following: State Department of Housing & Community Development is solely responsible for verifying or ensuring the accuracy of the information. DIR is not responsible for verifying or ensuring the accuracy of the information reported by awarding authorities and is unable to edit or change the information published by awarding agencies. State Department of Housing & Community Development is solely responsible for addressing any disputes regarding the accuracy of the information and updating its list at least annually.

I acknowledge the above notice

Contractor information

CSLB number

Important:

Labor Code section 1771.1(c) requires awarding agencies to include the CSLB license number on its list of locally debarred contractors. Check the back of every

Figure 13: Notice at top of form showing link to official DIR debarment list along with a disclaimer and attestation checkbox

Awarding Agency Information

The Awarding Agency Information section of the form auto-populates with the contact record for the logged-in user. This includes relevant details associated with your account and awarding agency. If you need to designate a different contact from your organization, you can select another member of your awarding agency from the **Awarding agency contact person** field. Doing so will update the displayed information to reflect that contact's details.

The screenshot shows a web form titled "Awarding agency information". It contains several input fields: a dropdown menu for "Awarding agency" with "State Department of Housing & Community Development" selected; a text field for "Awarding agency contact person" which is highlighted with a red rectangular box; a text field for "Email address" containing "test@test.com"; and a text field for "Phone number" containing "515-555-5555". A blue "Submit" button is positioned at the bottom right of the form.

Figure 14: Awarding Agency Information section showing auto-populated fields

Submitting the Form

Once all required fields are completed and the attestation checkbox is checked, submit the form. Upon successful submission, a confirmation page is displayed along with a link to view your submission details.

A confirmation email will also be automatically generated and sent to the submitting contact to acknowledge receipt of the debarment report.

Preventing Duplicate Submissions

The system prevents an awarding agency from submitting duplicate debarment records. A duplicate is identified when a submission from your organization matches an existing record on all of the following:

- Name of Contractor (Legal Entity) or CSLB Number
- Effective Start Date
- Effective End Date

This check also applies to permanent debarments.

If a duplicate is detected, the form will not submit. An error message will appear at the top of the page reading: *“There is an existing local debarment record submitted by you for this contractor during these dates.”*

This check applies across all contacts within the same awarding agency — if a colleague from your organization has already submitted the same record, you will receive the same message.

Note: A different awarding agency reporting the same contractor for the same time period is permitted, as each organization’s submission is treated independently.

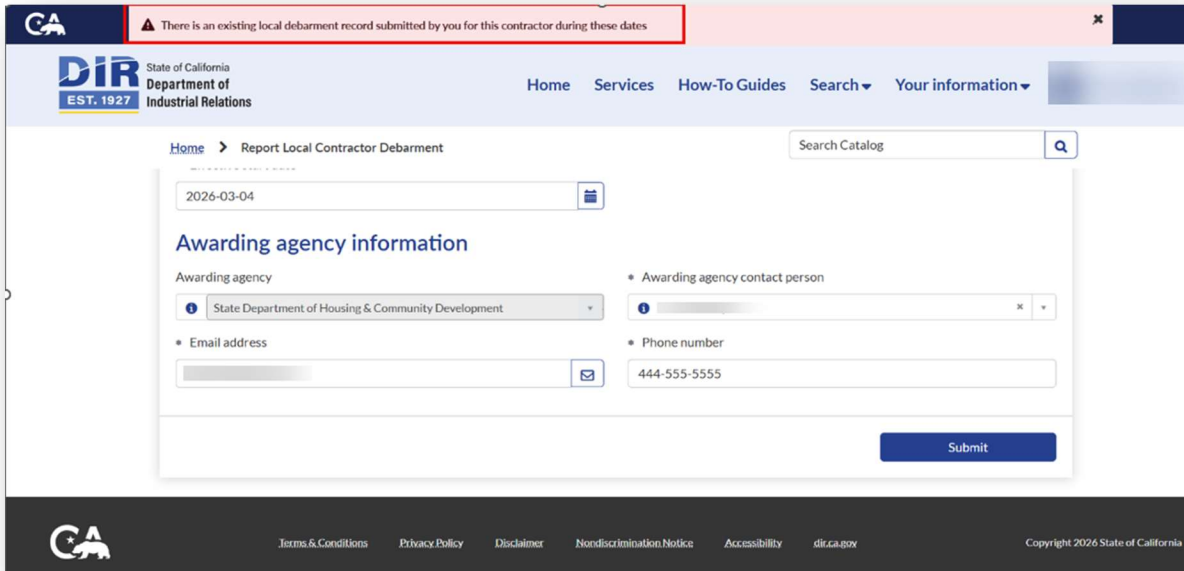


Figure 15: Duplicate submission error message displayed at top of form