

**DBE Participation Report & Prompt Payment Certification
Instructions**

The DBE Participation Report & Prompt Payment Certification form is due with each progress payment request.

| | |
|---|--|
| Contractor Name | Self-explanatory |
| Project Title | Self-explanatory |
| Contract No. | Self-explanatory |
| State Project No. | List project no. if applicable |
| Federal Project No. | List project no. if applicable |
| Project Award Date | Date on award letter |
| DBE Contract Goal (%) | DBE participation expressed as a percentage in contract. |
| | |
| A. Total Payment to DBEs | List portion being paid to DBEs for period |
| B. Invoice Amount to Date | List total invoice amount for period |
| C. DBE Participation to Date: | Total paid to DBEs divided by total invoice amount |
| | |
| Name of DBE or non-DBE Subcontractors, Manufacturers, and Suppliers | List name of company (DBE or non-DBE) |
| | |
| Type of Service or Materials Provided | List type of service or materials provided by the DBE or non-DBE firm. |
| | |
| Payments | |
| Previous | Previous payment to DBE or non-DBE |
| Current | Current payment to DBE or non-DBE |
| To Date | Payment to date |
| | |
| Good Faith Efforts | Complete if DBE participation (%) to date is less than contract goal. Explain why the participation may be lower than the contract goal. What efforts have been made to meet the contract goal? |

Prompt Payment Certification

| | |
|---------------|--|
| Name | Name of officer authorized to sign on behalf of firm |
| Title | Title of officer |
| Telephone no. | Self-explanatory |
| Email address | Self-explanatory |
| Signature | Self-explanatory |
| Date | Self-explanatory |

DBE Participation Report & Prompt Payment Certification

8/09

Contractor Name _____

Project Title _____

Contract No. _____ State Project No. _____ Federal Project No. _____

Project Award Date _____ DBE Contract Goal (%) _____

| Name of DBE Subcontractors Manufacturers & Suppliers | Type of Service or Materials Provided | Payments | | |
|---|--|----------|---------|---------|
| | | Previous | Current | To Date |
| | | | | |
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A. Total Payments to DBE \$ _____ -

B. Invoice Amounts to Date _____

C. DBE Participation to Date (A/B) #DIV/0!

| Name of Non-DBE Subcontractors Manufacturers & Suppliers | Type of Service or Materials Provided | Payments | | |
|---|--|----------|---------|---------|
| | | Previous | Current | To Date |
| | | | | |
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Good Faith Efforts

(Required when the DBE Participation percentage to date is less than the DBE contract goal.)

Prompt Payment Certification:

The undersigned hereby certifies that payments shall be dispersed to all subcontractors within 10 (ten) calendar days after receipt of payment from the Department, in accordance with the terms of the subcontract. This clause applies to both DBE and non-DBE subcontractors. This declaration is made under penalty of perjury under the laws of the United States, and the Hawaii Penal Code, Section 710-1063, Hawaii Revised Statutes, regarding unsworn falsification to authorities and knowingly rendering a false declaration.

Name _____ Title _____

Telephone No. _____ E-mail address _____

Signature _____ Date _____

DOT USE ONLY: Final Payment

Total Federal DBE \$ expended: _____

Total Federal \$ expended: _____

Project Manager _____

Date: _____

DBE PARTICIPATION REPORT

8/09

Contractor Name _____

Project Title _____

Contract No. _____ State Project No. _____ Federal Project No. _____

Project Award Date _____ DBE Contract Goal (%) _____

| Name of DBE Subcontractors, Manufacturers & Suppliers | Type of Service or Materials Provided | Payments | | |
|---|--|----------|---------|---------|
| | | Previous | Current | To Date |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

A. Total Payments to DBE \$ _____ -

B. Invoice Amounts to Date _____

C. DBE Participation to Date (A/B) #DIV/0!

| Name of Non-DBE Subcontractors, Manufacturers & Suppliers | Type of Service or Materials Provided | Payments | | |
|---|--|----------|---------|---------|
| | | Previous | Current | To Date |
| | | | | |
| | | | | |
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Good Faith Efforts

(Required when the DBE Participation percentage to date is less than the DBE contract goal.):

The undersigned hereby certifies that payments shall be dispersed to all subcontractors within 10 (ten) calendar days after receipt of payment from the Department, in accordance with the terms of the subcontract. This clause applies to both DBE and non-DBE subcontractors.

This declaration is made under penalty of perjury under the laws of the United States, and the Hawaii Penal Code, Section 710-1063, Hawaii Revised Statutes, regarding unsworn falsification to authorities and knowingly rendering a false declaration.

Name _____ Title _____

Telephone No. _____ E-mail address _____

Signature _____ Date _____

DOT USE ONLY: Final Payment

Total Federal DBE \$ expended: _____

Total Federal \$ expended: _____

Project Manager _____

Date: _____