

DBE Participation Report & Prompt Payment Certification Form
UDBE Prime

Instructions

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

Contractor Name (UDBE Prime)	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
UDBE Contract Goal (%)	UDBE participation percentage provided at bid opening
Name of DBE/UDBE Subcontractors, Manufacturers, and Suppliers	List both DBE and UDBE companies
DBE/UDBE	List D for DBE and U for UDBE
Type of Service or Materials Provided	Self-explanatory
Payments	
Previous	List last payment requested
Current	List current payment submitted
To Date	List total payment to date
Name of non-DBE Subcontractors, Manufacturers, and Suppliers	List non-DBE companies
Type of Service or Materials Provided	Self-explanatory
Payments	
Previous	List last payment requested
Current	List current payment submitted
To Date	List total payment to date

- A. Invoice Amounts to Date
- B. Payments to non-DBE to Date:
- C. UDBE Participation to Date

Good Faith Efforts

Prompt Payment Certification

Name
Title
Telephone no.
Email address
Signature
Date

List total amount of payment to date (including Prime)

Total paid to non-DBEs

Subtract payments to non-DBEs from the total amount paid
and divide balance by total amount paid (A-B/A)

Complete if UDBE participation (%) to date is less than
contract goal. Explain why the participation may be lower
than the contract goal (e.g. UDBE has not commenced work
yet). What efforts have been made to meet the contract goal?

Name of officer authorized to sign on behalf of firm

Title of officer

Self-explanatory

Self-explanatory

Self-explanatory

Self-explanatory