Instructions for DBE Participation Report & Prompt Payment Certification Form DBE Prime

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

Contractor Name (DBE 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			
DBE Contract Goal (%)	Approved DBE contract goal percentage			
Name of DBE Subcontractors, Manufacturers & Suppliers	List 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	List total amount of payment to date (including Prime)			
B. Payments to Non-DBE to Date:	Total paid to non-DBEs			
C. DBE Participation to Date (A-B)/A)	Subtract payments to non-DBEs from the total amount paid and divide balance by total amount paid			
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			

Instructions for DBE Participation Report & Prompt Payment Certification Form **DBE Prime**

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 (e.g. DBE has not commenced work yet). 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 Certifica (DBE Prime)

Name of BBE Subcontractors, Meantable Provided Previous Current To Date A. Invoice Amounts to Date B. Payments to Non-DBE to Date C. DBE Participate to Date (A-B)/A Name of Mon-DBE Subcontractors, Meantable Provided Previous Current To Date B. Payments to Non-DBE to Date C. DBE Participate to Date (A-B)/A Name of Mon-DBE Subcontractors, Meantable Provided Previous Current To Date Manufacturers & Suppliers Materials Provided Previous Current To Date To	Contract No. Str	ate Project No.	Fed	Federal Project No.			
A. Involce Amounts to Date A. Involce Amounts to Date B. Payments to Non-DBE to Date C. DBE Participate to Date (A-B)/A Name of Non-DBE Subportizators. Manufacturers & Suppliers Materials Provided Previous Current To Date Materials Provided Previous Current To Date Materials Provided Previous Current To Date Previous Current To Date Date To Date To Date Previous Current To Date To Date Previous To Date Previous Current To Date Previous Current To Date To Date Previous To Date Previous Current To Date Previous Previous	roject Award Date	DBE Contract Goal (%)		1			
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gnature Date	rompt Payment Certification: le undersigned hereby certifies that payme lyment from the Department, in accordance becommenders.	e with the terms of the subcon edury under the laws of the Un	tract. This clause applicated States, and the H	olies to both DBE and r awali Penal Code, Sec	non-DBE		
gnature Date	rompt Payment Certification: le undersigned hereby certifies that payme lyment from the Department, in accordance becontractors. lis declaration is made under penalty of pe levised Statutes, regarding unswom falsifica	e with the terms of the subcon erjury under the laws of the Un ation to authorities and knowin	itract. This clause applited States, and the Hagy rendering a false	olles to both DBE and r awall Penal Code, Sec declaration.	non-DBE tion 710-1063, H		
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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 (%)	Approved DBE contract goal percentage		
Name of DBE/DBE Subcontractors, Manufacturers & Suppliers	List 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. Total Payment to DBE	List total amount being paid to DBEs to date		
B. Invoice Amount to Date	List total amount of payment requested to date		
C. DBE Participation to Date (A/B)	Total paid to DBEs divided by total invoice amount		
Name of Non-DBE Subcontractors, Manufacturers & Suppliers	List name of company (non-DBE)		
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		
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 (e.g. DBE has not commenced work yet). What efforts have been made to meet the contract goal?		

Instructions for DBE Participation Report & Prompt Payment Certification Form

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

Contractor Name					
Project Title		4			
Contract No. State	t No. State Project No.		Federal Project No.		
Project Award Date	DBE Contract Go	al:			
Name of <u>DBE</u> Subcontractors,	Type of Service or		Payments		
Manufacturers & Suppliers	Materials Provided	Previous	Current	To Date	
		Annual Commission Comm			
	<u> </u>				
		Payments to DE	-		
	2. 	ice Amounts to D		*****	
	C. DBE	Participation to D	Pate A/B		
Name of Non-DBE Subcontractors,	Type of Service or		Payments		
Manufacturers & Suppliers	Materials Provided	Previous	Current	To Date	
**************************************		· · · · · · · · · · · · · · · · · · ·			
		<u> </u>			
Good Faith Efforts					
(Required when the DBE Participation po	ercentage to date is less	than the DBE cor	ntract goal.):		
Prompt Payment Certification:					
The undersigned hereby certifies that payments					
payment from the Department, in accordance wi subcontractors.	th the terms of the subcontre	ict. This clause applie	s to both DBE and no	II-DBC	
This declaration is made under penalty of perjury Revised Statutes, regarding unswom falsification	y under the laws of the Unite	d States, and the Haw	vali Penal Code, Section	on 710-1063. Hawaii	
	TO approvines and Krowings				
Name					
Telephone No.		E-mail addres			
Signature		Date		·	
DOT USE ONLY: Final Payment	Tol	al Federal DBE \$	expended:		
		al Federal \$ exper			
Project Manager	Da	te:			