

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 Certificate (DBE Prime)

Contractor Name (DBE Prime) _____

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

A. Invoice Amounts to Date _____

B. Payments to Non-DBE to Date _____

C. DBE Participate to Date (A-B)/A _____

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

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 have been 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 & Prompt Payment Certification Instructions

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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?

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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 _____

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

A. Total Payments to DBE _____

B. Invoice Amounts to Date _____

C. DBE Participation to Date A/B _____

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

Good Faith Efforts

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

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Name _____ Title _____

Telephone No. _____ E-mail address _____

Signature _____ Date _____

DOT USE ONLY: Final Payment

Total Federal DBE \$ expended: _____

Total Federal \$ expended: _____

Project Manager _____

Date: _____