

MONTHLY REPORT OF DBE PARTICIPATION

This report must be submitted by the Contractor with each invoice or request for payment under this contract.

Project Title: _____ Contractor Name: _____

Project No.: _____ Contract No.: _____

Period Covered by this Report: _____ Contract Amount (including amendments): \$ _____

Invoice Amounts: A. Current: \$ _____ Invoice/Progress Payment No.: _____

 B. To Date: \$ _____ C. DBE Goal for the Contract: _____ %

DBE Subcontractor, Supplier or Manufacturer	Type of Service or Materials Provided	Payments			Subcontract Amount
		Prior Months	Current Month	To Date Total	
Name Address Telephone No.					
Name Address Telephone No.					
Name Address Telephone No.					
Name Address Telephone No.					

Note: Payments to DBE supplier or dealer that is not a manufacturer must be adjusted.

D. TOTAL DBE Payment to Date: \$ _____

E. DBE Participation to Date (D/B): _____ %

Signature

Print Name, Title and Contact Telephone No.

**INSTRUCTIONS FOR COMPLETING THE
MONTHLY REPORT OF DBE PARTICIPATION**

All subcontractors, suppliers and manufacturers should be listed on the MONTHLY REPORT OF DBE PARTICIPATION in the same order as listed in the proposal.

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|---|---|
| Project Title: | Self Explanatory |
| Project No.: | Self Explanatory |
| Period Covered by this Report: | Same period as invoice period |
| Contractor Name: | Self Explanatory |
| Contractor No: | Self Explanatory |
| Contract Amount (including amendments): | Less Mobilization, Force Account
Items and Allowance Items
Amendments should be listed
separately with an explanation of
how it will be allocated to DBEs and
non-DBEs |
| Invoice/Progress Payment No.: | Self Explanatory |
- Total Invoice Amount:
- A. Current: \$ "Payment Now Due" from the Progress Payment
 Same as invoice amount
- B. To Date: \$ "Invoice to Date"
- C. DBE Goal for this Contract: % Goal stated on Contractor's Goal from Proposal
 or Bid
- D. TOTAL Payment to Date: \$ Summation of "Payment to Date" for DBE
 Subcontractor, Supplier, or Manufacturer"
- E. DBE Participation to Date (D/B):
 $100\% \times \frac{\text{Total DBE \$ Payment to Date}}{\text{\$ Invoice to Date}} = \text{to nearest 0.1\%}$