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 ¹	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

¹ Per Title 49 Code of Federal Regulations, Part 26, §26.55(e), count 100% of cost of materials and supplies obtained from DBE manufacturers, and 60% of cost of materials and supplies from DBE suppliers (i.e. regular dealers).

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 Certification (DBE Prime)

Contractor Name (DBE Prime)				walls
Project Title				
Contract No State	Proje <u>ct No.</u>	Fede	eral Project No.	
Project Award Date	DBE Contract Goal (%)		•	
Name of <u>DBE</u> Subcontractors,	Type of Service or	and the second s	Payments	
Manufacturers & Suppliers	Materials Provided	Previous	Current	To Date
			M 200	
	A Invoi	ce Amounts to Da	nto	
		nents to Non-DBE		
	=	Participate to Dat		
Name of Non-DBE Subcontractors, Manufacturers & Suppliers	Type of Service or Materials Provided	Previous	Payments Current	To Date
Manufacturers & Suppliers	Waterials i Tovided	1 TOVICAC	- Cu., C., K	
			1.00	
Good Faith Efforts				
(Required when the DBE Participation p	percentage to date is less	than the DBE cor	ntract goal.):	
Prompt Payment Certification:		. I I	10 (4-12)	ter receipt of naumont
The undersigned hereby certifies that payment from the Department, in accordance with the te	erms of the subcontract. This	clause applies to both	n DBE and non-DBE subo	contractors.
This declaration is made under penalty of perju Revised Statutes, regarding unsworn falsificati	iry under the laws of the Unite on to authorities and knowingl	d States, and the Hav y rendering a false de	vaii Penal Code, Section claration.	710-1063, Hawaii
Torious Statutes, regularing uniterestrated	.	, ,		
Name		Title		
Telephone No.		E-mail addre	ss	
Signature		Date		
DOT USE ONLY: Final Payment		otal Federal DBE \$	•	
		otal Federal \$ expe		
Project Manager	_ D	ate:	_	

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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.

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 ¹	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		

¹ Per Title 49 Code of Federal Regulations, Part 26, §26.55(e), count 100% of cost of materials and supplies obtained from DBE manufacturers, and 60% of cost of materials and supplies from DBE suppliers (i.e. regular dealers).

Instructions for DBE Participation Report & Prompt Payment Certification Form

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 Certification

Contractor Name	10000			
roject Title				
ontract No S	tate Proje <u>ct No.</u>	Fe	deral Project No.	
roject Award Date	_ DBE Contract (Goal:		
Name of <u>DBE</u> Subcontractors,	Type of Service or	D. (1)	Payments	To Doto
Manufacturers & Suppliers	Materials Provided	Previous	Current	To Date
April 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 - 1989 -				
	A. To	tal Payments to	DBE	
	B. In	voice Amounts to	Date	
	C. DB	E Participation to	Date A/B	
Name of Non-DBE Subcontractor	rs, Type of Service or		Payments	
Manufacturers & Suppliers	Materials Provided		Current	To Date
ood Faith Efforts				
Required when the DBE Participat	ion percentage to date is	less than the DBE	E contract goal.):	
Prompt Payment Certification:				
he undersigned hereby certifies that pay ayment from the Department, in accorda	ments have been dispersed to ince with the terms of the sub	o all subcontractors w contract. This clause	ithin 10 (ten) calendar d applies to both DBE and	ays after receipt o d non-DBE
ubcontractors. his declaration is made under penalty of				
nis declaration is made under penalty of awaii Revised Statutes, regarding unswo	orn falsification to authorities a	and knowingly renderi	ng a false declaration.	50tion 7 10-1000,
lame		Title		
elephone No.		E-mail add	Iress	
ignature		Date		
OOT USE ONLY: Final Paymer	nt	Total Federal DBI Total Federal \$ ex	•	
Project Manager		Date:		