



Disadvantaged Business Enterprise (DBE) Payment Report Form (DBE Monthly Progress Report)

Report No.:		Reporting Period:	From:	To:
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INSTRUCTIONS: All prime contractors and consultants are required to complete and submit this monthly report to the DBE Liaison Officer with a copy of their invoice. Use additional sheets if reporting more than two subcontractors.

SUBMIT with this form copies of the Subcontractor's invoice & corresponding proof of payment.

NOTE: Failure to comply with CCRTA's Disadvantaged Business Enterprise (DBEs) provisions may result in contract termination or the suspension or debarment of the contractor from doing business with CCRTA in the future following the procedures outlined in CCRTA's Procurement Regulations. To complete this report, see detailed instructions on the preceding page.

Contract Number							
Contractor's Business Name							
Business Address				Business Phone No.			
Date of Contract Award							
Estimated Date of Completion							
Original Contract Amount							
Committed DBE Participation for this Contract			\$		%		
Current Amended Contract Amount (including Modifications)				Date of Modification			
Total Amount Received to Date		Total Amount Owed					
Amount of This Invoice		Invoice Number					
Actual (DBE) Participation (%) to Date:							
Calculation of DBE% to date: Dollar Amount Paid to DBE divided by Dollar Amount Received by Contractor from CCRTA)							
SUBCONTRACTOR NAME:							
Is the Subcontractor DBE Certified?	Yes	Certificate#	No	Yes	Certificate #	No	
Subcontract Value in \$\$							
Dollar Amount & Date of Last Payment							
Check Number & Date							
Total Amount Paid to Date in \$\$							
Percentage (%) Paid to Date							
Amount of this Invoice Allocated to Pay the Subcontractor							
Subcontractor's Invoice No./Amount							

CERTIFICATION BY PRIME CONTRACTOR:

I hereby certify that _____ (Contractor) has made timely payments from proceeds of prior payments, and will make payments within ____ days of receipt of funds from CCRTA for progress and/or final payment to our subcontractors and suppliers following the contractual arrangements with them. Note: <i>Prompt payment to subcontractors must comply with the subcontracting agreement signed by the Prime Contractor and Subcontractor.</i>	
COMPANY OFFICIAL'S SIGNATURE	DATE
NAME & TITLE OF INDIVIDUAL COMPLETING REPORT:	

**INSTRUCTIONS FOR CONTRACTORS
“HOW TO FILL OUT DBE PAYMENT REPORT FORM”**

The DBE Payment Report must be completed and signed by the Contractor. Please email the completed form monthly to the DBELO at lyaunk@ccrta.org with a copy of the following:

1) Subcontractor's invoice and 2) Proof of payments made to the Subcontractor

Report Number – Fill in the report number you are sending in sequence. For example: if this is the second invoice you are submitting, you are sending in Report Number 2.

Reporting Period – This is to be filled in to state your reporting period. Example: From: October 1, 2023, To: October 31, 2023.

Contract Number – Fill in the contract number assigned to your project by CCRTA; make sure that your invoice corresponds to Contract No.

Contractor's Business Name, Address, and Phone Number – Fill in your company's name, address, and phone number

Date of Contract Award – Fill in the date the contract was executed by both you and CCRTA.

Estimated Date of Completion – Fill in the completion date as written in the contract.

Original Contract Amount – Fill in the dollar amount of the original contract agreed upon by you and CCRTA.

Committed Disadvantaged Business Participation – Fill in the percentage of DBE participation you committed to obtain on the contract.

Current Amended Contract Amount – Fill in the dollar amount of the original contract plus/minus the dollar amount agreed upon at a later date as a result of contract modifications or Change Order. Include the date of modification.

Date of Modification (including Change Order) – Indicate the date of modification and/or Change Orders executed during the contract term.

Total Amount Received to Date – Fill in the dollar amount you have received from CCRTA to date

Total Amount Owed – Fill in the dollar amount of the contract minus the amount paid to you by CCRTA.

Amount of this Invoice – Indicate the amount of invoice associated with this report.

Invoice Number – Indicate the corresponding invoice number.

Actual DBE Participation % to Date – Percentage of DBE Participation is calculated by the dollar amount paid to date to the DBE divided by the dollar amount you received from CCRTA *100

Subcontractor Name – Name all DBE and non-DBE subcontractors used in this contract. Use additional sheets as necessary.

DBE Certified – Select yes if the subcontractor is a certified DBE and indicate Certificate Number; if not DBE certified, select no.

Subcontractor Value (Dollars) – State the committed dollar value to the DBE and non-DBE subcontractor for the duration of the contract

Dollar Amount and Date of Last Payment – State the amount and date of the last payment made to each DBE and non-DBE subcontractor.

Check Number & Date (most recent payment made) – Indicate the check number and date of payment made most recent to each DBE and non-DBE subcontractor.

Total Amount Paid to Date in Dollars – State the total amount paid to each DBE and non-DBE subcontractor.

Percentage (%) Paid to Date – Percentage of payment made to the subcontractors (paid-to-date amount divided by the total subcontracting amount).

Amount of This Invoice Allocated to the Subcontractor – Fill in how much of your invoice will be paid to each DBE and non-DBE subcontractor.

Subcontractor's Invoice No./Amount – Indicate the subcontractor invoice number/amount that will be paid from your invoice