



## DBE Project File CLOSEOUT REQUEST – LPA PROJECTS

<b>SC File #:</b> _____ <b>Date:</b> _____ <b>LPA:</b> _____ <b>LPA Contact:</b> _____ <b>Address:</b> _____ <b>Phone:</b> _____ <b>Prepared By:</b> _____	<b>PROJECT TYPE:</b> Federal _____ <b>OR</b> State _____ <b>Contract Amount:</b> \$ _____ <b>DBE Committal Amount:</b> \$ _____ <b>DBE Goal Amount:</b> \$ _____ <hr style="border-top: 1px dotted black;"/> <b>Final DBE Amount Paid:</b> \$ _____ <b>Final DBE Committal Amount Paid:</b> \$ _____
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Choose ONLY ONE option that is Applicable

NO GOAL

ALL COMMITMENTS MET

ALL COMMITMENTS **NOT** MET

Submit DBE Project File Closeout Request form, along with memo justification & supporting documents.

### RETURN TO:

Local Public Agency Administration Office - Room 424  
 955 Park Street, Columbia SC 29201  
 Telephone: (803) 737-1293  
 Fax: (803) 737-6045

*LPA Office Closeout Request*  
**RECEIVED**

*Date:* \_\_\_\_\_  
*Initials:* \_\_\_\_\_

*DOC Office Closeout Request*  
**RECEIVED**

*Date:* \_\_\_\_\_  
*Initials:* \_\_\_\_\_

*DBE Reporting Unit Closeout Request*  
**RECEIVED**

*Entry Date:* \_\_\_\_\_  
*Initials:* \_\_\_\_\_