

CONSTRUCTION

DBE Contract File CLOSEOUT REQUEST

Contract ID File #: _____ Date: _____ RCE: _____ Phone: _____ Prepared By: _____ Office #: _____	CONTRACT TYPE: Federal _____ OR State _____ Contract Amount: \$ _____ DBE Committal Amount: \$ _____ DBE Goal Amount: \$ _____ Final DBE Amount Paid: \$ _____ Final DBE Committal Amount Paid: \$ _____
---	--

Choose ONLY ONE Section that is Applicable

SECTION I:

☐ NO GOAL

☐ ALL COMMITMENTS MET

Return To: Minority & Small Business Affairs (MSBA)
 DBE Reporting Unit via email at
DBECloseouts@scdot.org
 Telephone: (803) 737-4774

***DBE Reporting Unit
RECEIVED***

Received: _____

Entry Date: _____

Initials: _____

SECTION II:

☐ ALL COMMITMENTS **NOT** MET

- Submit final DBE Quarterly Report(s), Tracking Spreadsheet and supporting documentation along with justification **directly** to the Director of Construction's Office, to obtain a justification memo.
- DOC reviews and submits written closeout request justification Memo to MSBA-DBE Reporting via email at DBECloseouts@scdot.org.

Return To: Director of Construction Office
 Assistant Construction Engineer, Room 330
 Telephone: (803) 737-1308

***DOC Office Closeout Request
RECEIVED***

Date: _____

Initials: _____