

LOCAL PUBLIC AGENCY (LPA)

DBE Project File CLOSEOUT REQUEST

<p>SC File #: _____</p> <p>Date: _____</p> <p>RCE: _____</p> <p>LPA: _____</p> <p>Phone: _____</p> <p>Prepared By: _____</p> <p>Office #: _____</p>	<p>PROJECT TYPE: Federal _____ OR State _____</p> <p>Contract Amount: \$ _____</p> <p>DBE Committal Amount: \$ _____</p> <p>DBE Goal Amount: \$ _____</p> <hr style="border-top: 1px dotted black;"/> <p>Final DBE Amount Paid: \$ _____</p> <p>Final DBE Committal Amount Paid: \$ _____</p>
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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
DBEQuarterlyReports@scdot.org
Telephone: (803) 737-4774

<i>DBE Reporting Unit RECEIVED</i>	
<i>Received:</i>	_____
<i>Entry Date:</i>	_____
<i>Initials:</i>	_____

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 or to Local Public Agency's Office to obtain a justification memo.
- DOC/LPA reviews and submits written closeout request Memo to MSBA-DBE Reporting at DBECloseouts@scdot.org.

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

<i>DOC Office Closeout Request RECEIVED</i>	
<i>Date:</i>	_____
<i>Initials:</i>	_____