



South Carolina  
Department of Transportation

## SPECIAL DBE CLOSEOUT REQUEST

REVISED 02/12/2026

To comply with the federal Interim Final Rule (IFR) Projects  
Awarded Prior to **October 3, 2025**

<b>AWARD DATE:</b>  Contract/File #: _____	<b>PROGRAM TYPE:</b>  Construction: _____ Professional Service: _____ LPA: _____
Date: _____	<b>CONTRACT TYPE:</b> Federal _____ <b>OR</b> State _____
RCE: _____	Contract Amount: \$ _____ .....
SCDOT PS or LPA Contact: _____	DBE Committal Amount: \$ _____
Consultant: _____	Final DBE Committal Amount Paid \$ _____
Phone: _____	DBE Goal Amount: \$ _____
<b>Prepared By:</b> _____ Office #: _____	Final DBE Amount Paid: \$ _____

### Choose ONLY One Category that is Applicable

Submit Quarterly Reports (QTRs) and the Tracking Spreadsheets on projects through September 30, 2025 ending with **Q32025**. **Do not submit QTRS for time periods beyond Q32025 until further notice.**

**NO GOAL**

**ALL COMMITMENTS MET**

**ALL COMMITMENTS NOT MET**

- SCDOT district personnel/appointed consultants submit closeout, if applicable final supporting documents of approved DBE replacements and a general summary memo explaining the shortfall to **DBECloseouts@scdot.gov**.
- **SCDOT will not place sanctions on projects where the goal has not been met with the committed DBEs.**

**General Memo TO:** Disadvantaged Business Enterprise (DBE) Office  
Carolyn G. Burton, DBE Program Development Manager  
DBE Reporting and Data Management Unit via email to  
[burtoncg@scdot.gov](mailto:burtoncg@scdot.gov) or contact via telephone if necessary: (803) 737-0740

**DBE Reporting & Data  
Management Unit RECEIVED**

**Received:** \_\_\_\_\_

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

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