SCDOT - CONSTRUCTION DBE QUARTERLY REPORT FORM

PROJECT TYPE: *(Check all that apply)* **Federal** ___ **State/County** ___ **LPA** ___ **Regular** ___ **Design Build** ___

PROJECT IDENTIFICATION

S.C. File #: _____ County: _____ RCE/Gov't Project Manager/Engineer: _____

Project Name: _____

PRIME INFORMATION

Name: _____ FEIN Number: _____

Contact Person: _____ Telephone Number: _____

1ST TIER SUBCONTRACTOR INFORMATION (When Applicable)

Name: _____ FEIN Number: _____

Contact Person: _____ Telephone Number: _____

DBE SUBCONTRACTOR INFORMATION

Name: _____ FEIN Number: _____

Contact Person: _____ Telephone Number: _____ DBE Commitment Amount: $ _____

Subcontract Amount: $ _____ Item(s) of Work: _____

Quarter	Total Payments This Period	* Trucker's Report Line 4 OR Allowable DBE Credit	Total Allowable DBE Credit To Date	(1) Prime Signature & Date	(2) 1st Tier Sub Signature & Date	(3) DBE Signature & Date
Amount carried forward ➔						
1st Quarter 20 ___						
2nd Quarter 20 ___						
3rd Quarter 20 ___						
4th Quarter 20 ___						
1st Quarter 20 ___						
2nd Quarter 20 ___						
3rd Quarter 20 ___						
4th Quarter 20 ___						

(1) By signing and dating, Prime certifies that they have paid DBE for services performed in accordance with SCDOT Policies and Specifications.

*(2) See SCDOT Supplemental Specifications Section 4 for the amount of payment that can be counted toward the DBE goal. If this amount includes trucking, you must submit a DBE Trucker's Report. You may obtain a copy of the Trucker's Report at https://www.scdot.gov/business/bus-development-reporting.aspx.

(3) By signing and dating, DBE certifies that they have performed and received payment for the above work, even if there is **NO** goal on the project. Do not include payments for special arrangements, such as Retainage, Bonds, etc.

(4) Incomplete or illegible reports will not be accepted; reports due on the 15th day of January, April, July, and October.

RCE/Government Project Manager/Engineer: (Signature/Title): _____ Date: _____

NOTE: The **Authorized Signee (RCE, etc.)** will be the custodian of all original documents. All information provided in this report by any party is subject to audit/review by SCDOT/FHWA or any of their authorized representatives. Records and copies are to be made available upon request.

FAXED OR E-MAILED SIGNATURES ON QUARTERLY REPORTS ARE BINDING. AN ENTITY FAXING OR E-MAILING SIGNED QUARTERLY REPORTS WAIVES ANY CLAIM THAT THE SIGNATURE THEREON IS NOT AUTHENTIC AND SHALL BE BOUND BY EVIDENCE THAT THE DOCUMENT WAS RECEIVED FROM THE ENTITY BY FAX OR E-MAIL.

(1) Work performed by **DBE** with its own employees (to include cost of materials, cost of leasing equipment, and cost of supplies associated with performance of the work): 100%

(2) Materials or supplies from regular **DBE** manufacturer: 100%

(3) Materials or supplies obtained from regular **DBE** dealer: 60%

(4) **DBE** Subcontracting portion of work (other than hauler):
   a. To another DBE: 100%
   b. To a non-DBE: 0%

   Note: **DBE** must perform at least 30% of work with its own forces to meet commercially useful function criteria. (49CFR26.55)

(5) **DBE** Hauler (49CFR26.55):
   a. 100% when services are provided by the **DBE**, using trucks it owns, insures, and operates using drivers it employs.
   b. 100% when subcontracted to another **DBE** hauler.
   c. When subcontracted to a non-**DBE** hauler; 100% of the value of the services provided by non-**DBE's** haulers not to exceed the service amount performed by the DBE owned trucks.
   d. Enter only the allowable amount paid for DBE participation from Trucker's Report in the "Trucker RPT Line 4/Allowable DBE Credit" section of the Quarterly Report. This "Trucker RPT Line 4/ Allowable DBE Credit" amount should also be the figure shown on the DBE Status Spreadsheet. Place the actual amount paid to the DBE under "Total Payments This Period".

(6) **DBE** participation as a partner in a joint venture: portion of the total dollar amount of contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces.

NOTE: Credit towards **DBE** goal can only be claimed after the amount being claimed towards the goal has been paid to the **DBE.**

SCDOT'S DBE TRUCKER'S REPORT

File No. _____   Date: _____   Calendar Quarter: 1st 20_____   2nd 20_____   3rd 20_____   4th 20_____

Federal Regulations (49 CFR 26.55) allow DBE haulers to sub-contract with non-DBE haulers and account for the value of the non-DBE haulers for DBE participation. However, the value of the non-DBE hauler services (payments) cannot exceed the total value of payments for DBE owned trucks. A DBE hauler may lease non-DBE trucks as long as the DBE controls the use and operation of the non-DBE owned truck(s).

Payments made for services rendered by <u>DBE owned trucks</u> you subcontracted with.

_____ $_____
Firm's Name

_____ $_____
Firm's Name

_____ $_____
Firm's Name

_____ $_____
Firm's Name

Payments made for services rendered by <u>non-DBE owned trucks</u> you subcontracted with.

_____ $_____
Firm's Name

_____ $_____
Firm's Name

_____ $_____
Firm's Name

_____ $_____
Firm's Name

Total payments received from prime this quarter $_____
                                                         Line 1

Total payments made to DBE owned trucks $_____
                                                 Line 2

Total payments made to Non-DBE owned trucks $_____
                                                     Line 3

Add line 3 to line 2 for amount counted towards DBE goal; if line 3 is greater than line 2, multiply line 2 by 2 to determine total counted toward DBE goal. If commission/fees are counted, add them in on line below.

Add total commission/fees earned by DBE hauler (attach documentation) $_____

Total payments/commission that can be reported toward DBE goal: $_____
                                                                    Line 4

I certify that the amounts reported above are true and correct.

_____   _____
            Prime Contractor   **DBE Trucking Company**

Signature: _____   **Signature:** _____

Reviewed by RCE: _____   **Date:** _____

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South Carolina Department of Transportation
DBE Quarterly Report
Effective October 3, 2025

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> Documents are required for all contracts assigned with a DBE goal _and_ "NO" DBE goal.
> DBEs must be certified in SCDOT's Unified Certification Program (UCP) directory _before_ contract award date for applicable work areas to count for DBE participation towards the contract/agency's overall DBE goal.

Routing Process with Checklist Responsibilities:

Prime Contractor submit packet by the 15th day following each calendar quarter:

- Obtain sub-hauler's approval request dated after the DBEs certification date for applicable work areas.
- Prepare QTRs for each time DBEs are paid, per contract number for current reporting period.
- Send QTRs to the DBE to review, sign, and date verifying work has been completed & payment received.
- Sign, date, and submit original underlined completed/legible QTRs from DBEs (Trucker's Reports, if applicable)
- Submit $00.00 QTRs payments once DBE begins work with prime signatures only.
- Submit QTRs to the designated SCDOT's RCE/Government Project Manager/Engineer.

REVISED DBE Payments, if applicable - Do not submit revised DBE Quarterly Reports.

- Prime completes and signs the "_REVISED DBE Quarterly Report Justification Summary_" form.
  - Spreadsheet is located at DBE Reporting & Other Information (scdot.gov)
  - Enter the following:
    - Contract Number, Project Name, Location, and DBE's company full name.
    - Correct Paid-To-Date Totals from last corrected QTR.
    - Original QTR periods and payments initially reported
    - Revised Payment(s) that should have been reported, Check number(s) and Amount.
    - Previous QTRs period and amount reported.
- Prime sends form to DBE to review, sign, date and return the form within seven (7) days upon receipt.
- Prime creates a _NEW_ QTR for next quarter including the accurate carry- forward balance from summary.
- SCDOT reviews updates the tracking spreadsheet and uploads to ProjectWise and notifies DBE Reporting.

DBE Subcontractor submit signed QTRs within seven (7) days of receipt:

- Review the DBE Quarterly Report received from the Prime Contractor.
- Verify contract information for work location, type of work, award/committal amounts and payments ensuring the checks and payment amounts coincide in the appropriate columns:
  - Total payment this quarter, total allowable credit and total paid to date.
    - Make sure total payment for the quarter is added to previous allowable credit total is accurate.
  - If information is accurate, sign and date the designated area of the form.
  - If concerns, discuss with prime and then SCDOT officials as necessary.
- Prepare, sign and date Trucker's QTR, if applicable.
- Submit **original**, completed and legible documents to the Prime Contractor.

SCDOT/Consultant Officials submit signed packet by the 20th day following each calendar quarter.

- Complete the tracking spreadsheet and ensure totals match each QTR per DBE-subcontractor.
- Ensure documents are complete, legible, signed, and dated with accurate quarter and total allowable to date.
- Upload documents into ProjectWise.
- Send link via email to the DBE Office at **DBEQuarterlyReports@scdot.gov** notifying the DBE Reporting Unit that the packet is ready for review.
  - Contact DBE Reporting via email before submitting if assistance is needed, reference line as follows:
    - **RE: CONTRACT FILE Number - Technical Assistance**
- SCDOT Officials will be the custodian of all original documents.

NOTE: Review documents carefully for completion and ensure all items above are checked off before submitting.