

**South Carolina Department of Transportation**  
**PROFESSIONAL SERVICE CONSULTANT**  
**DBE QUARTERLY REPORT FORM**

**PROJECT IDENTIFICATION**

S.C. File #: \_\_\_\_\_ County: \_\_\_\_\_ Program Manager: \_\_\_\_\_

Project Name: \_\_\_\_\_

**PRIME CONSULTANT INFORMATION**

Name: \_\_\_\_\_ FEIN Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**1<sup>ST</sup> TIER CONSULTANT INFORMATION (When Applicable)**

Name: \_\_\_\_\_ FEIN Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**DBE SUBCONSULTANT INFORMATION**

Name: \_\_\_\_\_ FEIN Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Utilization 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) 1 <sup>st</sup> Tier Sub Signature & Date	(3) DBE Signature & Date
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Amount carried forward →

\*DBE Status Spreadsheet

1 <sup>st</sup> Quarter 20____						
2 <sup>nd</sup> Quarter 20____						
3 <sup>rd</sup> Quarter 20____						
4 <sup>th</sup> Quarter 20____						
1 <sup>st</sup> Quarter 20____						
2 <sup>nd</sup> Quarter 20____						
3 <sup>rd</sup> Quarter 20____						
4 <sup>th</sup> Quarter 20____						

(1) By signing, 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.org/business/bus-development-reporting.aspx>.  
 (3) By signing, 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 15<sup>th</sup> day of January, April, July, and October.

**NOTE:** The **Program Manager, 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.

# Instructions for Completing the SCDOT Professional Service Consultant DBE Quarterly Report and DBE Status Spreadsheet

The Prime Consultant will prepare and send the DBE Quarterly Report to the DBE Sub-Consultant for review, signature, and date.

The DBE Sub-Consultant will verify the information, sign, and date the form. After signing the form, the Sub-Consultant will return it back to the Prime Consultant.

The Prime Consultant will sign and submit the DBE Quarterly Report to the designated Program Manager (PM) by the 15<sup>th</sup> day following the ending of each quarter (January, April, July & October). A DBE Quarterly Report with missing/incomplete information will not be accepted for processing. Please send all reports to your designated PM via e-mail or fax:

**The PM will review and submit the DBE Quarterly Report to the Office of Minority & Small Business Affairs within 10 days after receipt.**

## DBE Quarterly Report:

Complete the **Project Identification**, **Prime Consultant** and **DBE Sub-Consultant** sections of the form. A separate report must be submitted for each DBE working on the project.

**Total Payments This Period:** Enter the payment amount paid to the DBE during the quarter period. The first reporting period is January 1<sup>st</sup> to March 31<sup>st</sup>. This payment should be listed on the first row identified by ***1<sup>st</sup> Quarter 20*** (*include the corresponding year*) under the **Total Payments This Period** column.

**Trucker's Report Line 4 OR Allowable DBE Credit:** Information in this column should only be used for haulers or suppliers. Enter the DBE amount allowed for the reporting period. Materials or supplies obtained from regular DBE dealer can receive 60% credit. For more details, see SCDOT Supplemental Specifications Section 4 for the amount of payment that can be counted toward the DBE goal. Where applicable, the allowed DBE credit should be entered on the same row as ***1<sup>st</sup> Quarter 20*** (*include the corresponding year*) under the **Total Allowable DBE Credit To Date** column.

**Total Allowable DBE Credit To Date:** Enter the cumulative payments to DBEs from the beginning of the project to the end of the current quarter reporting period. This is the cumulative amount paid to the DBE. It should be entered on the same row as ***1<sup>st</sup> Quarter 20*** (*include the corresponding year*) under the **Total Allowable DBE Credit To Date** column.

## DBE Status Spreadsheet:

Complete the top portion of the spreadsheet. List every DBE Sub-Consultant identified to perform work on the project. Enter the DBE's name in the specified column and the Utilization Amount. Submit an updated DBE spreadsheet per contract/project every quarter.

Enter DBE payments in the appropriate quarter row under the DBE's name. The spreadsheet has preset formulas in the yellow highlighted areas which will calculate cumulative totals. Payments should coincide with each quarterly report.

The first quarter reporting payment data January 1, 2021 to March 31, 2021, should be entered on the ***1<sup>st</sup> Quarter 2021*** row under the appropriate DBE column. The totals will calculate under the individual DBE's **TOTALS** column at the bottom of the page, the **Quarter Totals** column on the far right and the **Cumulative Total Paid to Date** column at the bottom of the page.

For assistance, please contact the DBE Reporting and Data Management Unit via email at [DBEQuarterlyReports@scdot.org](mailto:DBEQuarterlyReports@scdot.org). The Program Managers will send completed reports via email or to the following address:

Office of Minority & Small Business Affairs  
**DBE Reporting and Data Management Unit - Room 117**  
955 Park Street  
Columbia, SC 29201