

# 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: \_\_\_\_\_

## 1<sup>ST</sup> 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) 1 <sup>st</sup> Tier Sub Signature & Date	(3) DBE/WBE Signature & Date
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<b>Amount carried forward</b> →						
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 **ORIGINAL and DATE**, Prime certifies that they have paid DBE for services performed in accordance with SCDOT Policies and Specifications. **No Electronic**
- \* (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 **ORIGINAL and DATE**, 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. **No Electronic Signatures**
- (4) Incomplete or illegible reports will not be accepted; reports due on the 15<sup>th</sup> 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.

**South Carolina Department of Transportation**  
**DBE Quarterly Report - Committal Information Section**  
Allowable Credit Toward DBE Goal Summary for SCDOT Projects

- (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.
- (7) When a listed **DBE** is decertified or removed from the DBE Directory after execution of a valid subcontract agreement with the Contractor:
  - a. The Contractor may continue to utilize the decertified DBE on the contract and receive credit toward the DBE contract goal for the DBE's work unless the Contractor is ***implicated*** in the DBE decertification. However, the Contractor is encouraged to replace the decertified DBE with a certified DBE where feasible, to assist SCDOT in meeting the overall statewide DBE goal.
  - b. If a listed DBE is removed from the DBE Directory due to graduation from the DBE program, the Contractor may continue to utilize the graduated DBE on the contract and receive credit toward the DBE contract goal for the DBE's work.

**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: 1<sup>st</sup> 20\_\_\_\_ 2<sup>nd</sup> 20\_\_\_\_ 3<sup>rd</sup> 20\_\_\_\_ 4<sup>th</sup> 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 DBE owned trucks you subcontracted with.

_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	

Payments made for services rendered by non-DBE owned trucks 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: \_\_\_\_\_

South Carolina Department of Transportation  
DBE Quarterly Report  
**Effective August 23, 2024**

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 15<sup>th</sup> 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 completed/legible QTRs from DBEs (Trucker’s Reports, if applicable)
- 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 \(scdot.org\)](https://www.scdot.org/DBE-Reporting-Other-Information)
  - 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 submits signed form along with copies of cancelled/electronic checks for revised DBE payments
  - Checks must reflect payment dates in the actual quarter work was performed/reported.
- Prime creates a NEW QTR for next quarter include the accurate carry forward balance
- 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.
  - 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 packet by the 20<sup>th</sup> 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 totals.
- Upload documents into ProjectWise.
- Send link via email to MSBA at [DBEQuarterlyReports@scdot.org](mailto:DBEQuarterlyReports@scdot.org) notifying the 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.